



Role Description

<u>Position:</u>	Volunteer Host
<u>Hours per week:</u>	as needed (hours T.B.C.)
<u>Salary:</u>	Voluntary role (unpaid)
<u>Reporting to:</u>	Trustees.

Purpose

As a Volunteer Host, you'll be a crucial member of our dedicated team, ensuring the successful delivery of our projects. Whether you're contributing with geographical insights or specialized skills, your role will be vital in driving our initiatives forward and making a meaningful impact on the lives of many individuals in our LGBTQ+ community.

Main Duties

- Attend events to raise awareness of the charity and showcase our impactful projects.
- Welcome people at events, creating a warm and inclusive atmosphere.
- Act as a Host to ensure people are having a great time and enjoying activities, as well as fostering connections.
- Promote future events and fundraising opportunities.

Additional Requirements of the role:

- Improving customer relationships or identifying potential partnerships.
- Attend events for the promotion of **Impactful Lives'** campaigns and publicity.
 - Participate in an annual Away Day – a day of collaboration and strategy to share information,, review and improve the Business Plan.
- Provide input to an annual Impact Report based on findings of an Annual Away Day, ready for the AGM.
- Attend conferences and network events to promote **Impactful Lives'** mission and stay updated on current trends and challenges surrounding the charity sector.
- Travelling geographic areas:
 - Travel to and work with organisations based within Hertfordshire.

Registered Office:

The Old Free School, George Street, Watford, Hertfordshire WD18 0BX

Telephone: 01923 231660 ask for Alex or Andrew

Email: ceo@il-org.uk

Website: www.il-org.uk

Impactful Lives is a Registered Charity

Charity Number: 1203136





- Work within the Policies and Procedures of **Impactful Lives** and ensure that the organisation Aims and ethos are being met.
- Adopt the Mission of **Impactful Lives** throughout your interactions and work.
- Encourage everyone to work towards our vision.
- Contribute to marketing, publicity and sales campaign materials.
- Working with vulnerable adults or children: person-centred planning and support planning where appropriate (an enhanced DBS is a requirement of this role).
- Abide by Data Protection, keeping confidential and accurate records, including **only** storing client information files on **Impactful Lives** database and undertake all quantitative and qualitative monitoring within expected timeframes whilst also adhering to Data Protection registration and purposes.

- Work in accordance with and actively promote the values of **Impactful Lives**, including equality, diversity and inclusion.
- Actively participate in **Impactful Lives** training and Away Days as well as Management Team meetings.
- Work within the framework of **Impactful Lives'** policies and procedures, particularly in terms of confidentiality and safeguarding.
- Embrace and implement evolving practices that may arise to effectively meet the requirements of this role.

It is a requirement of this role that all Consultants and Support Officers have a clean enhanced DBS clearance before commencing any work. DBS online is the preferred method of checking. If you do not currently have an online (portable) enhanced DBS, one will be processed for you.

The cost of the DBS for volunteers is paid by Impactful Lives.

Students on placement will fall within the responsibility of the University. All training materials, exercises and support processes developed during your role are copyright and remain as Intellectual Property of Impactful Lives.

August 2024

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