



Working to create a society which is inclusive and compassionate towards migrants

Role Title	Volunteer Events Assistant
Hours required	Flexible to suit both the individual and the charity 1 day a fortnight minimum
Responsible to	Community Engagement and Migrant Support Coordinator
Location	Samphire office in Dover and at events as required

About Samphire

Samphire is a registered charity (No. 1106667) that works to create a society which is inclusive and compassionate towards migrants. Samphire is committed to equality, human rights and promoting the benefit of lived experience expertise. Samphire's work includes:

- Advice and support to people who have been released from detention
- Pro-bono immigration legal advice and representation to local communities in Kent (OISC Levels 1 and 2)
- Community Engagement with the diverse communities of Kent including work on Roma Inclusion and running Dover's annual multicultural festival
- Welfare advice, support and on-site well-being sessions at Napier Barracks

Role Description

Samphire's Community Engagement work aims to promote positive attitudes towards migration in Dover and beyond, by organising events and activities designed to bring together the different corners of our diverse community.

The role of volunteer events assistant will be varied and interesting. You will be assisting the Community Engagement and Migrant Support Coordinator in organising and running our existing calendar of events, including our annual community festival. You will also be encouraged to share and develop your own ideas for community events and activities, in line with Samphire's aims and values.

Main Duties

Assist the coordinator in:

- Dealing with event enquiries and bookings
- Designing promotional materials
- Booking performers and workshop facilitators
- Advertising upcoming events and activities via social media and in the community
- Facilitating meetings of the Dover Together steering group
- Preparing event documents; event plan, risk assessment, site plan etc
- Attending and running events and activities
- Collecting and evaluating feedback and other information from event attendees

This role would suit someone with

- An empathetic perspective on migration
- An interest in change making and social justice
- Good interpersonal skills
- Basic computer skills
- Written and spoken English
- Attention to detail
- An interest in public event management
- An ability to use your initiative
- A desire to learn and grow
- Additional languages and cultural knowledge would be an advantage

Benefits to the volunteer

- Experience and knowledge of working in the charity sector
- Experience organising and running different events and activities
- Disclosure and Barring Service (DBS) certificate arranged and paid for (if required)
- Opportunities for training and professional development
- Increased knowledge of communities and civil society in Kent
- Increased knowledge of national and international policy and good practice related to migration and race equality
- Confidence, self-esteem and well-being from making a difference
- Experience being part of a team
- Reference from Samphire after volunteering
- Expenses reimbursed

If you are interested in joining Samphire's team and helping out with our exciting programme of events apply by sending your CV, a cover letter and completed Equality Information form explaining why you want to volunteer to recruitment@SamphireProject.org.uk or the address below.

You will then receive a phone-call to discuss your application and will be invited for an interview. The interview may include a short exercise or skills test. This is so we can assess what training and support we might want to provide you and assign you the rights tasks. This process is also meant to give potential volunteers experience applying for roles and help them build confidence and interview skills.

If you have any questions about the role or organisation please contact the Community Engagement and Migrant Support Coordinator by emailing Kay@SamphireProject.org.uk or calling the number below. If you are disabled please contact us about making reasonable adjustments.

Deadline for applications – 25th March 2022

Patron: Bishop Rose Hudson-Wilkin
54-56 Castle Street, Dover, Kent, CT16 1PJ
Telephone: 01304 242755
www.SamphireProject.org.uk/
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