

## Volunteer role description

**Title:** Special Events Volunteer

**Accountability:** Eling Experience Manager

**Hours:** As agreed with EEM

**Location:** Eling Tide Mill, Eling Lane, Eling, SO40 9HF.

### Purpose of role:

The Eling Tide Mill Experience will often attend events off site to promote our offer, sell flour and other products and offer some hands on activities, such as large events like the New Forest Show, however, sometimes they could be smaller events like at the local school Fete.

In order to take part, volunteers would need to be part of our existing volunteering team as they would need a good understanding of our operation and have knowledge about the Eling Tide Mill Experience.

This role is vital in ensuring that the Eling Tide Mill Experience is promoted in a positive way and that it encourages new visitors to the mill or generates flour sales.

Co-operate with colleagues to facilitate the smooth running of the Tide Mill, Visitor Centre and External Walks.

You should have excellent communication and interpersonal skills and be able to forward plan and be adaptable.

### Role and responsibilities:

1. Offer support at events in both set up and pack up of stand and equipment.
2. Support the aims and visions of the ETME.
3. To engage with the public to promote the Eling Tide Mill Experience to new and existing visitors with a view to increasing visitor numbers and/or sales of flour and other products.
4. Comply with the Council's Health & Safety policy ensuring that you, your colleagues and visitors' HASAW needs are met.
5. To adhere to the Volunteer agreement, and Volunteer Policy.
6. To participate in the induction and any other relevant training.
7. To comply with, and implement, the Equal Opportunities Policy and procedure, together with all other agreed policies and procedures of the Totton & Eling Town Council.

Helen Robinson  
Eling Experience Manager

[Date]