



Transformation team

Team member: Events Team

Outline:

- Committed to driving forward the Skills for Life Strategy, you'll be a key part of the Transformation team, helping to plan for and support change locally across Cambridgeshire.

Responsible to:

- Transformation Lead

Term of appointment:

- Initially for the period to 31 March 2025

Personal qualities

- Able to keep calm under pressure
- You'll be a well-organised person with the ability to be flexible and have good people skills.
- Problem solving, pragmatism and being a team player will be key strengths

Desirable experience

- Experience in the organisation, delivery or participation of larger events – possibly ranging from 20 people through to 500.
- An understanding of how an event needs to feel and be delivered to achieve its purpose

Time commitment:

- 2 to 3 hours a week, peaking in the run up to key events
- 1-2 weekends a year– planning and engagement events

Key tasks:

- Arrange venues, equipment and logistics relating to transformation events.
- Update the Transformation team's event tracker of progress and costs so the team has clear sight of progress at all times
- Encourage the creation of a positive volunteering experience and culture.
- Being an active team member, promoting and supporting the forthcoming changes positively
- Other tasks as agreed with the Transformation Lead

Role requirements:

- This is a volunteer role
- To complete Getting Started training within the first five months, including: Safety, Safeguarding, GDPR and essential information modules
- The role holder may have this as a secondary role.