



COLNEY HEATH PARISH COUNCIL

Alban Park Office
Windfall House, D1, The Courtyard
Alban Park, St Albans
Hertfordshire AL4 0LA
Tel: 01727 825314
Email: clerk@colneyheathparishcouncil.gov.uk

Colney Heath Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

Volunteer Role: Larks in the Parks Co-ordinator 2018

Larks in the Parks is an event that has been held all over the District for many years, the Parish Councillors are very keen to support this event being held in Roestock Park in July 2018 but this year would like to actively improve the publicity and organisation.

If you have experience in organising events and would like to use your skills to help the Colney Heath Parish Council on a voluntary basis then this might be the role for you. The benefits of volunteering will be that this event will make a difference to the local community, you will gain valuable work experience and meet a wide variety of people.

What will I be doing?

The candidate would be working closely with the Clerk and the Parish Office to organise and co-ordinate the event on Sunday 1st July 2018 in Roestock Park, Colney Heath. The key activities of the role are:

- Attending monthly evening meeting at St Albans District Council
- Organising the timetable and arranging rides, acts and workshops
- Booking and organising stalls
- Emails and correspondence
- Promotion and advertising
- Organising volunteers
- Overseeing the event
- Preparing risk assessments
- Setting up and arranging clear down

What experience or skills are needed?

No previous volunteering experience is necessary but good organisational skills and an ability to work to a budget is essential.

This role could be for you if you are:

- Interested in volunteering your time and skills
- Want to support your Parish and community
- Enjoy organising and working with a wide range of people
- Ability to act on own initiative
- Available all day on Sunday 1st July from 10am – 6pm
- Available on the evenings 23rd Jan, 27th Feb, 27 Mar, 24 Apr, 5 Jun, 9 Jul

How much time does the role require?

This role is very flexible, and you will be expected to self-manage your time. It will be your role to ensure the event is organised for the day to go smoothly and successfully.

How will you be supported and trained?

You will be fully supported by the Clerk and Parish Office staff. There will be training available by both the Parish and St Albans District Councils.



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What else do I need to know?

- A DBS check will be required prior to the event
- Travel and any out of pocket expenses will be reimbursed and a small honorarium will be paid.
- At least one reference should be supplied

Application procedure

If you would like to apply for the role please send your confirmation of interest along with a paragraph or two about yourself also stating any experience or events you have previously organised along with any references to the following email address admin@colneyheathparishcouncil.gov.uk or in writing to Alban Park Office, Windfall House, D1 The Courtyard, St Albans AL4 0LA.

The closing date for applications will be **Friday 19th January 2018**. You will receive confirmation of your application and may be called for an informal chat so please provide a contact telephone number.