



# PEER ACTION

## FOR PEOPLE LIVING WITH HIV

### **Volunteering with Peer Action as an Event Coordinator**

#### **Who are we?**

We are a registered charity dedicated to improving the well-being of people living with HIV in Brighton and Hove and surrounding areas. As a grassroots group run entirely by volunteers, we offer support through a programme of well-being events, social and physical activities, providing friendship and companionship to anyone feeling isolated as well as those who care for or share their lives with them.

#### **What is an 'event'?**

We call 'events' the social or physical activities which are part of our programme of work. These can be recurrent activities such as weekly yoga and swimming sessions, or one-off events such as a day trip or a museum visit.

Event coordinators and event assistants undertake the running of recurrent events, and they also propose new activities: this is done at our planning meeting when peers agree on events that will become part of our programme.

#### **What does an Event Coordinator do?**

- a) They help run a recurrent event on an ongoing or ad hoc basis.
- b) They propose new events to the planning committee who decide on whether to go ahead with the new event or not. If approved by the planning committee and incurring in costs, the event proposal has to be submitted to the trustees so that the expenditure can be authorised.
- c) They help create the event on Peer Action's website (training is available for that), or they liaise with one of the volunteer website administrators who will create the event on their behalf.
- d) They consider what is required to advertise an event and liaise with other volunteers to obtain help as required:
  - \* Does it require a flyer or Facebook post? Can they design the flyer or do they need help with that?
  - \* Any special messages for the monthly email newsletter?
  - \* Are there any other channels that could be used?
- e) They deal with enquiries related to the event, usually received via website contact page or comments on Facebook.
- f) Prior to the event, they:
  - \* Download the bookings report from the website (or ask a website administrator to help with that)
  - \* Send text reminders to people booked into the event from the event phone (if required)
  - \* Liaise with the event assistant(s) and prepare the venue
  - \* Collect any monies due on the day and feedback from peers attending the event
- g) As soon as possible after the event, they complete paperwork for our financial records. This includes the one-page forms below:
  - \* Event summary form
  - \* Banking form (if money is paid into the Peer Action's bank account)
  - \* Expenses claim form (for the reimbursement of expenses incurred).



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Anyone wishing to become an event coordinator will be asked to provide the following:

- A complete Volunteer Application Form
- A DBS disclosure for safeguarding reasons if required (we can arrange that for you)
- Contact details for one referee
- Bank details for reimbursement of expenses

For an informal discussion about the role or to request an application form, please contact [trustees@peeraction.net](mailto:trustees@peeraction.net). Your enquiry will be very welcome.

### In a nutshell: what is involved in running an event?

