



Volunteer Guidance

You can't run a large event on your own, so you will need to have stewards or volunteer staff available on the day. Stewards are usually paid, whereas volunteers offer their time free of charge.

You have the same responsibilities for both volunteers and employees under The Health and Safety at Work, etc Act 1974 and related regulations.

Volunteers

If you're going to use volunteers, be clear about what you want them to do. Do not expect volunteers to tackle anything you wouldn't do yourself, and make sure they receive any relevant safety training they need, e.g. manual handling.

You will need to make sure they know they are making a commitment to you and must let you know if they cannot make it on a certain day or need to leave early so that you can make alternative arrangements. You should still be prepared for some of them not to turn up on the day.

You should also offer to reimburse any genuine expenses the volunteers may have.

You can ask for volunteers from various organisations such as Scout groups, local cadets, Rotary Clubs, Round Table, schools and colleges. You could also contact Rayleigh and Rochford District Association for Voluntary Services [Rayleigh and Rochford District Association for Voluntary Services](#) .

Another option is to ask for volunteers through your local radio station or newspaper.

Volunteer Role Examples

Event Day Volunteer - You'll be helping us to set up the event which may include setting up marquees, putting up banners or getting equipment around the event space. If you're looking for a role that's hands on and if you have loads of enthusiasm, then sign up today.

Marshal or Steward Volunteer - You'll inspire, cheer and guide people around the event by covering one of the marshal points. This role is really important as you'll help to ensure that the event runs smoothly. If you're a team player with great communication skills who can use their initiative when dealing with anything that may occur.

Enquiries and Administration Volunteer - You'll be responsible for setting up the administration marquees and helping assist with any queries. We're looking for people with great communication and organisational skills, a proactive attitude and, ideally, some administrative experience.



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Meet and Greet volunteer - You'll be located at the entrance with our Meet and Greet team. You'll help to welcome visitors to the event and guide them through the activities and sharing information on the events through the day.

Role Descriptions

You must ensure you provide a clear description of the role and responsibilities to the volunteer, for example:

Stewards or Marshals, stewards need to:

- **Be fit, active and 18 or over**
- **Be easily identifiable, e.g. wearing fluorescent jackets or long sleeved tabards**
- **Know the site layout, including entrances, exits first aid posts, lost children points and the location of firefighting equipment**
- **Be provided with any necessary equipment, such as radios and torches**

Stewards can be used for crowd control, directing traffic and keeping an eye on what is going on in different areas of the event.

Why volunteer

You need to ensure that volunteers understand the benefits of using their time in this way. You may want to use some of the following examples to attract volunteers:

- **Feel rewarded** - Using your time to give something back feels amazing. Each one of our volunteer roles helps make a real difference to the success of the event.
- **Meet like-minded people** - Volunteers are as diverse as our roles available. Volunteering is a great way to meet other people with similar interests within your community.
- **Use your skills to help others** - Whether you want to put your existing skills to good use or learn something new, we have a range of roles and training to support you.
- **Flexible** - Whether you can give minutes, hours, or days, our volunteer roles are designed to fit around your available time leading up to the event and on the day.
- **Keep busy and active** - We have a range of activities to boost your physical and mental wellbeing.

Sharing information on your volunteering opportunities

Make sure you use all of your local resources and networks to share volunteering opportunities and information on your event. Enlist friends' neighbours and children to help you spread the word.



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You could also contact Rayleigh and Rochford District Association for Voluntary Services [Rayleigh and Rochford District Association for Voluntary Services](#) to advertise your volunteering roles and share your information.

Further Guidance

HSE Risk Assessment Template <https://www.cornwall.gov.uk/media/3620167/sample-risk-assessment-form.doc>

How to manage your charity's volunteers -How to recruit and manage volunteers for your charity, including the vetting process, paying expenses, role descriptions and insurance.

<https://www.gov.uk/guidance/how-to-manage-your-charitys-volunteers>