



VOLUNTEER PROFILE

# *Special Events Volunteer*

Make-A-Wish.  
UNITED KINGDOM

More than 60,000 children in the UK have been diagnosed with a critical condition, changing their lives and the lives of their families forever. For them, the joy of childhood is brought to an abrupt end, with treatment, hospital appointments and sleepless nights taking over.

The power of a wish revives a childhood stolen by critical illness. It brings light and joy to children and their loved ones and leaves a profound and lasting impact on all their lives.

But we can't be that light for everyone. It takes an army of volunteers like you to help these children feel like children again. Together, we have the power to **#LightUpTheDarkness**.

### WHAT WILL I BE DOING?



As a **Special Events Volunteer**, you will support our special events which help raise crucial funds to grant life-changing wishes for children with critical illnesses. Make-A-Wish UK's high-end balls and galas have always been a highlight of our events calendar, raising hundreds of thousands of pounds and you could be supporting either pre-event with planning or on-site during the live event. You will also be supporting with other events on Make-A-Wish UK's behalf, such as golf days.

### HOW WILL I BE SUPPORTED?



You will have an allocated contact at Make-A-Wish UK who will brief you, provide on-site training and ongoing support to help you succeed in this role. You will also have contact with our Special Events Team and our Volunteering Team

We will ensure you have the training and tools required to deliver your role and will regularly be seeking your feedback to ensure that we can deliver the support you need.

### WHAT ARE MY CORE TASKS?



Using the Make-A-Wish values of **Be Magical**, **Be Inclusive** and **Be Inspired** you will:

- Use your organisational skills and ability to network to create exciting, magical and inclusive experiences for our event guests
- **Pre-event support:**
  - Auction prize sourcing
    - Identify and source high-end auction prizes free of charge or at cost price either through your own networks or through your ability to search for opportunities online
  - Goody bag sourcing
    - Identify and source premium gifts free of charge e.g.candles, luxury chocolate, gift bags
- **Live event support:**
  - Venue set up and take down
  - Guest check-in
  - Selling raffle tickets
  - Spotting bidders during the live auction
  - Taking payment details and processing payments on card machines

Make-A-Wish Foundation® UK

Registered Address: Make-A-Wish Foundation UK,

Seventh Floor, Thames Tower, Station Road, Reading RG1 1LX

make-a-wish.org.uk 01276 40 50 60

Charity Registration No. (England and Wales) 295672 / (Scotland) SC037479

Company Registration No. 2031836



Registered with  
**FUNDRAISING  
REGULATOR**



## WHAT SKILLS/ATTRIBUTES DO I NEED?



No prior experience is required but previous experience of special events or attending high value events as a guest, volunteer or employee would be advantageous.

We are looking for someone who:

- Is confident in approaching businesses and organisations to ask for donations; both by phone and through email and creating a positive supporter experience
- Is comfortable interacting with others to create the best experience possible for our guests; this will include our high value donors and may include celebrities
- Is organised and able to think on their feet if needed
- Is flexible, self-motivated, energetic, enthusiastic and passionate about the work of Make-A-Wish UK

## HOW MUCH TIME DO I NEED TO COMMIT?



Pre-event preparation for an event can be flexible around your commitments and we look for prizes/goody bag items to be sourced throughout the year. On-site support will depend on the times of the event, but may involve volunteering late into the evening.

## WHERE WILL I BE BASED?



This volunteer role can be done flexibly and from home in terms of the pre-event support. You will need access to the internet and a suitable device with appropriate security to complete from home. On-site support will depend on the location of the event. Travel expenses to events will be re-imbursed.

## WHAT DO I GAIN?



You will be helping to raise valuable funds that make the wishes of critically ill children and young people come true and making a difference not just to their lives, but to that of their family members. A wish builds resilience, confidence, hope and aspirations within the wish child, as well as creating lasting memories. Through supporting our special events you will also be helping to raise the profile of Make-A-Wish UK which will help us to reach more children and communities. In addition, you will:

- Be part of the national Make-A-Wish team and community
- Be impactful, by using your own skills and expertise and develop new skills and knowledge
- Receive the training and support to empower you to deliver

## HOW DO I FIND OUT MORE?



If this role sounds like you why not complete our volunteer application form. If you have any questions please email [volunteering@makeawish.org.uk](mailto:volunteering@makeawish.org.uk) and we will get back to you.

**All volunteer roles are subject to an informal interview and two satisfactory references.**

Make-A-Wish Foundation® UK

Registered Address: Make-A-Wish Foundation UK,

Seventh Floor, Thames Tower, Station Road, Reading RG1 1LX

[make-a-wish.org.uk](http://make-a-wish.org.uk) 01276 40 50 60

Charity Registration No. (England and Wales) 295672 / (Scotland) SC037479

Company Registration No. 2031836





The organisation is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An enhanced DBS disclosure/Basic Disclosure will be requested where required.

Make-A-Wish is committed to attracting and recruiting diverse candidates as it's important that our trustees, employees, ambassadors and volunteers reflect the communities we serve at every level within the organisation.

**Make-A-Wish Foundation® UK**

**Registered Address: Make-A-Wish Foundation UK,  
Seventh Floor, Thames Tower, Station Road, Reading RG1 1LX  
make-a-wish.org.uk 01276 40 50 60**

Charity Registration No. (England and Wales) 295672 / (Scotland) SC037479  
Company Registration No. 2031836

