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| **Harmony Event Assistant ROLE DESCRIPTION** | |
| **POST TITLE:** | Harmony Event Assistant |
| **RESPONSIBLE TO:** | *Khadeega* Bayoumi *-* |

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| **Main Purpose** | **Overview**  We are holding an exciting community event involving people from different faiths and cultures, to showcase the rich diversity of people living in South Glos. The event will be an opportunity for people to discover more about what is taking place on their doorstep, experience foods, music and art they might not be aware of and expand their understanding of different faiths.  **Tasks**   * Help set up the event space * Help supervise an arts and crafts table for children OR Welcoming people at the door OR Take photos and film during the event OR help make tea and coffee. * Collect evaluation of the event by interviewing people and collecting forms * Tidy up at end of the event |
| **Time** | 1:00 pm - 4:00 pm on Saturday 14th of March |
| **Location** | Bradley Stoke at Brook Way Activity Centre |
| **Support and Training** | * Briefing before the start of the event |
| **Special notes** | * We pay for travel expenses |
| **About you**  **You can…** | * Travel to the venue * Use a camera or phone to take photos |
| **You are….** | * Confident to talk to people * Welcoming and friendly * Interested in promoting diversity and inclusion |
| **More About the Programme and the team** | This Festival idea is a result of a number of meetings with people from different backgrounds living in South Gloucestershire. The aim is to provide residents with an opportunity to meet, engage and explore different cultures. |
| **Application Process** | 1. You complete an application form either online, over the phone or paper copy 2. Volunteer co-ordinator looks at your application and gets in touch to arrange an informal interview with Project Manager 3. During the interview you and the Project Manager decide if you’re a good match for the role. 4. You might decide not to continue and so might the Project Manager. You’ll have a conversation with feedback about why it’s not a good match and the Volunteer Coordinator will help you explore other options. 5. If you and the Project Manager think it’s a good role for you, you’ll be invited to support the event |