



**Volunteer Role Title:**

Events Support Volunteer

**Responsible To:**

Project Officer (Communities & Events): Sirri Topping ([sirri@leapsports.org](mailto:sirri@leapsports.org))

**Purpose of the Role:**

LEAP Sports Scotland is committed to breaking down the structural, social and personal barriers which prevent lesbian, gay, bisexual, transgender and intersex (LGBTI) people across the country from accessing, participating and excelling in Scottish sports. We believe that sport, and all the benefits it brings, should be for everyone. We are dedicated to making Scotland a proud leader in the ongoing campaign to recognise and celebrate diversity in sport.

Working with our Project Officer for Communities & Events, the primary aim of the Events Support Volunteer is to help LEAP build up the profile of the sporting LGBTI community in Scotland by assisting in the planning and delivery of high quality events for a wide variety of groups. These include conference events with partners, multi-faceted events incorporating sporting and cultural elements like [Festival Fortnight](#) and [Pride House](#), as well as local events for affiliated sports groups.

**Main Tasks:**

- Planning events – including scheduling, budgeting, logistics and administration
- Sourcing appropriate and accessible venues and equipment as necessary
- Liaising with partner organisations and affiliated groups to collaboratively plan activities and events
- Writing copy for promoting events online and in print
- Inviting relevant networks and promoting our activities through email and social media
- Representing LEAP at events and in publicity materials
- Writing engaging blog pieces for the LEAP website about our and affiliate events, the reasons for them and their impacts

**Person Specification:**

Skills, Qualities and Experience:

Essential:

- Excellent interpersonal skills
- Ability to thrive in teamwork situations
- Ability to multitask effectively
- Ability to work effectively to deadlines

Desirable:

- Experience of organising and promoting events
- Experience of working with budgets
- Knowledge and understanding of LGBTI and sports-related issues

People from all backgrounds are welcome to apply and we would particularly encourage applications from the BME community, who are currently under-represented within our team.

**Where and When:**

Where:

Where work can be completed in your own time, you're very welcome to make full use of our office and collaborate where possible with members of our staff team, utilising our computers, print resources, Wi-Fi and amenities. Or, if you prefer you can work remotely and check in over phone or messenger with the Project Officer for Communities & Events.

Where tasks may require you to meet with staff members and/or other volunteers, you may be asked to attend meetings at specific times. These times can be negotiated based upon schedules and commitments of volunteers, as well as always held in accessible locations. Phone or video conferencing can also be arranged for those unable to travel or located more remotely.

You may also be asked to attend events and meetings to represent the organisation and participate in the organisational aspects of events. We will support volunteers in every such instance to be able to undertake these duties where they may otherwise be faced with travel or access barriers.

When:

The planning and administrative side of this work is expected to take place mostly within the standard working hours of 9am-5pm, Monday – Friday, however many events hosted or attended by LEAP will be necessarily held during evenings and weekends. Given that possibility for this work to include evenings and weekends, LEAP will work with you to develop a flexible working schedule and time commitment which are both tailored to that potentiality and any other commitments you may have, without expecting uniform attendance at all and any events.

**Training & Support Provided:**

- Introductory training and ongoing support from Project Officer for Communities & Events
- Tailored training relevant to specific roles and/or tasks undertaken by volunteer
- Group support and supervision opportunities, including fortnightly check-ins to discuss anything arising in relation to your work with the organisation
- Use of any other relevant resources as required
- Volunteer social and recreational events with staff team

**Expenses:**

Travel expenses to and from required meetings will be reimbursed, as well as any other reasonable expenses incurred in the process of performing volunteering duties for the organisation.

**Accessibility:**

LEAP Sports Scotland strives always to provide a supportive environment which is cognisant of the intersectional needs of staff, volunteers and service users from a variety of diverse backgrounds. We are therefore determined to ensure that we do everything we can to help make LEAP a positive organisation to be involved with for people who are disabled or who may have any additional support or access needs.

**LEAP Sports Volunteer Statement:**

By volunteering with us, you are giving your time and energy to help us achieve our goals and as such it is our responsibility to create a working environment and organisational culture in which you feel comfortable, safe, included, listened to, supported and valued. It is our responsibility to ensure that we provide you with an environment of this kind. As such, we will work with you upon the initiation of any volunteer role undertaken and throughout that role to ensure that this is the case.

It is also paramount to the LEAP staff team that you enjoy and gain from your role as a volunteer with us; we believe that volunteering with us should constitute a relationship of mutual benefit which enables volunteers to pursue personal interests, develop skills, make social and professional connections, enjoy recreational opportunities and to advance their personal development. This is the ethos which informs the parameters of all our voluntary roles and we always welcome any feedback from volunteers as to how we can best ensure this.

**Volunteer Support:**

One of our team members will be available to you to discuss your access needs, and to develop a plan for how we can best meet them.

General queries: Andrew Marshall ([andrew@leapsports.org](mailto:andrew@leapsports.org))

**Application process:**

Our application is a simple online form which you can find via the volunteer section on our website: <https://leapsports.org/support-us/volunteer>

Following the submission of your application, we will be in touch within 2 weeks to advise you of the next steps.