

ELEVATED MINDS CIC

# Events Support (Volunteer)

JD

**Company:** Elevated Minds CIC  
**Title:** Events Support  
**Location(s):** London / Remote Working  
**Contact Manager:** Muneerah Dubidat – Admin & Events Manager  
**Hours:** 6 – 8 hours per month. Ad hoc  
**Period:** 3 – 6 months  
**Closing Date:** 22<sup>nd</sup> March 2024

## Company Introduction:

Elevated Minds is a Community Interest Company established in April 2019, based in Southwark, London and also Birmingham. Our aim is to tackle the disproportionate levels of Black and Minority Ethnic children, who are suspended from mainstream education, or have a low attendance level, by facilitating and delivering early-intervention services including accredited programmes. We deliver this work in schools and educational establishments across London and Birmingham where the suspension is greatest.

## What We Are Looking For:

We are looking for efficient, dependable and personable individuals, with exceptional interpersonal skills, to work alongside the Admin and Events Manager on an ad hoc basis, to ensure the efficient planning and delivery of company events. From providing initial remote support during the event planning stages, to hands-on support on the day of the event, the role of the Events Support is pivotal to ensuring a thoroughly enjoyable and inspired experience.

This opportunity is ideal for individuals with previous events experience, or for those seeking valuable industry experience to enhance their employability.

The role of the Events Support is subject to an enhanced DBS check.

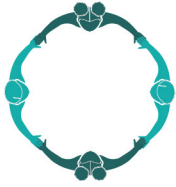
## Responsibilities:

- Engaging with visitors of all ages
- Signing attendees in at the door
- Serving refreshments
- Stewarding at larger events
- Co-facilitating workshops
- Setting up and pulling down after events
- Taking photos at events on the company camera
- Backstage support

**EMAIL:** [info@elevatedmindscoaching.com](mailto:info@elevatedmindscoaching.com) | **WEBSITE:** [www.elevatedmindscoaching.com](http://www.elevatedmindscoaching.com)

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## Essential Skills and Competencies:

- Reliability and dependability
- Welcoming, friendly and polite manner towards staff, guests and attendees
- Willingness to help out with a variety of tasks
- Ability to show initiative
- Good organisational skills
- Excellent communication and interpersonal skills
- Ability to work well independently, as well as in a team

## Benefits and Training:

- Company training and events
- Quality industry experience
- Skills to enhance your CV
- Expenses reimbursed within budget

## Key Dates for The Diary:

Application closing date: Friday 22<sup>nd</sup> March 2024

Interview date: Wednesday 30<sup>th</sup> April 2024 (online)

Start date: w/c 27<sup>th</sup> May 2024

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