



Events Coordinator Volunteer

Role Description

Time Commitment: Flexible, typically up to 10 hours per month, initially for 6 months

Location: Remote, but includes travel to events

The Gardens Trust is a small charity dedicated to protecting historic parks, gardens and other designed landscapes in the UK.

As part of this work, the Trust runs a programme of talks and events, offered in-person and online, which aims to share knowledge of the history of gardens so that they can be better appreciated and enjoyed by all. See our events page: <https://thegardenstrust.org/events>

We're looking for volunteers to help organise varied and engaging events for existing members, to grow our audience base, encourage wider diversity and generate revenue.

The role includes:

- Identifying interesting places to visit;
- Helping with event administration such as pricing, contacting owners, and speakers and confirming dates, prices and transportation for guests;
- Helping with promotion of events;
- Resolving any queries from ticket holders before or during the event;
- Attending the event as a representative of the Gardens Trust;
- Administering post-event evaluation and document findings.

We're looking for someone who:

- Has good communication and people skills;
- Is organised with an attention to detail;
- Enjoys being part of a collaborative and supportive small team;
- Wants to help play a role in protecting historic parks and gardens.

No prior experience in heritage or knowledge of garden history required!

We'd particularly like to hear from you if you've never volunteered in the heritage or landscape sector before or if you're from a community currently underrepresented in these sectors including Black, Asian and ethnic minority communities, LGBT+ people, people with disabilities, and those with experience of socio-economic disadvantage.

What we can offer:

- Travel and lunch expenses incurred;
- All training and support needed to undertake the role;
- Valuable experience for anyone looking to begin a career in event management or the charity or heritage sectors;
- Opportunities to network and engage with a range of people including garden owners, professionals and researchers working in the historic landscape and heritage sectors;
- Support from our friendly Events team and Gardens Trust staff;
- Opportunity to attend all our online lectures for free;
- Invitation to our annual Volunteer Celebration and other exciting events.

How to apply

Please email events@thegardenstrust.org for more information and to arrange an informal chat about the role.

We are always looking for more volunteers to help us with all areas of our work, so please do get in touch if you'd like to find out about other opportunities at the Gardens Trust.

We also want to make our roles as accessible as possible so please do let us know if there is a way we can adapt it to suit your needs or if you would only like to take on a particular part of the role above.

To find out more about the Gardens Trust, what we do and our upcoming events, visit our website <https://thegardenstrust.org/>