

Volunteer vacancy

Events

co-ordinator

Ripon City of Sanctuary is part of a national movement to create a culture of welcome for refugees and asylum-seekers. There are around 100 local groups across the UK, of which Ripon is one.

We now need a volunteer to help us with arranging events. This role will have lots of support, assistance and direction from the management committee, so it's more about practicalities than coming up with ideas, and you wouldn't be working in isolation or with a huge amount of responsibility.

You'd be helping us to organise and set up 2 main types of event:

- **Public awareness-raising talks** about issues facing refugees and asylum-seekers – approximately 5 a year, usually at one of two venues, to a standard format
- **Social events** for locally resettled refugees, so that they can enjoy more of the local area, practise English and make friends.

Specific tasks

- Attend planning meetings
- Book venues/halls
- Organise catering/food options
- Arrange transport (eg lifts or minibuses)
- Communicate with our supporters
- Liaise with other City of Sanctuary groups in the region (eg Harrogate, Richmond)

Ideal skills

- Personable and sociable
- Organised
- Confident with email (and ideally social media).

INTERESTED?

Please email info@ripon.cityofsanctuary.org for more information or to apply.

You can find out more about what we do at ripon.cityofsanctuary.org



Ripon
City of Sanctuary

Helping to build a culture of welcome for asylum-seekers & refugees in our local area and across the UK.