



THE ROYAL COMMONWEALTH SOCIETY AT THE COMMONWEALTH CLUB

VACANCY: Events Volunteer

Overview of the Position

Job Title	Events Volunteer
Department/ Team	External Affairs
Job Location	The Royal Commonwealth Society, 25 Northumberland Avenue, London WC2N 5AP
Hours	3 to 5 days a week, 9.30am to 5.30pm (some late evenings may be required for events)
Salary	Unpaid, but with £10 per day to cover lunch and travel expenses
Duration	6 weeks (flexible), to begin 1 st February 2011

About this Position

The Royal Commonwealth Society (RCS), a learned society founded in 1868, is a charity and membership organisation with a remit to promote international understanding. The RCS delivers an impressive portfolio of charitable activities aimed at young people, has a network of branches across the globe, hosts high-profile events at its London headquarters, and runs one of London's premier members' clubs and conferencing venues (the Commonwealth Club).

We seek a volunteer who will provide essential support to the organisation of our events programme, primarily the Commonwealth Day Observance at Westminster Abbey (12th March). The volunteer may also be expected to support other events, including the Commonwealth High Commissioners Ball, and other programmes run by the RCS.

The annual Commonwealth Day Observance at Westminster Abbey takes place in the presence of HM The Queen, HRH The Duke of Edinburgh, the British Prime Minister (or a representative), Commonwealth High Commissioners, many MPs and visiting dignitaries. In addition, the event is attended by approximately 2,000 guests, including 1,000 school-aged children. The Observance is the biggest multi-faith celebration in the UK and takes the form of an hour long event featuring testimonies, readings, hymns and musical performances. See <http://www.thercs.org/society/commonwealthday> and <http://www.royal.gov.uk/MonarchAndCommonwealth/QueenandCommonwealth/CommonwealthDay.aspx> for more information.

Duties and Responsibilities

The Events Volunteer will assist the team with a wide variety of tasks, including:

- Provide administrative support (e.g. sending invitations and collating RSVPs, dealing with enquiries from guests and updating the RCS's database)
- Liaising with speakers and performers
- Communicate with event partners over the phone and by email
- Helping to ensure the smooth running of the Commonwealth Day Observance
- Taking part in team meetings and meetings with external colleagues
- Various other events related ad hoc tasks
- Where necessary, assisting with other RCS events and programmes

Person Specification

Whilst an interest in international issues and events is highly desirable, no specific qualifications or experience are necessary for this role.

The ideal volunteer would, however, possess the following skills and qualities:

- An ability to communicate clearly and politely, in person, on the phone and via email with a wide range of people
- An ability to write in clear, concise English
- An ability to work effectively in a team but, when required, take initiative and work independently
- Good organisational skills, punctuality and reliability
- Attention to detail and an ability to complete set tasks to a high standard
- Confidence using standard Microsoft Office computer programmes and a willingness to learn to use new IT tools
- Confidence working in a diverse and busy workplace
- A commitment to understand, support and communicate the aims and objectives of the RCS
- Enthusiasm and willingness to learn

To Apply

Please send a CV and one-page covering letter explaining why you would like to work with the RCS and how you meet the above person specification to hr@thercs.org. Please also clarify how many days a week you are able to commit to this role and put **'Events Volunteer Application'** as the subject of your email.

Please be aware that applications can only be considered from individuals with the right to work in the United Kingdom,

Applications must reach us by 5pm, Monday 16th January 2012, and shortlisted candidates will be contacted after this time. Interviews are likely to take place in the week of the 23rd January. We regret that, due to constraints on our capacity, we are unable to provide feedback to candidates who are not invited for interview. For any queries, contact hr@thercs.org.