

CHAIR PERSON

4SIGHT

Head Office, 36 Victoria Drive, Bognor Regis, West Sussex PO21 2TE

Tel: 01243 838007 Fax: 01243 838003

Contact: Kirstie Thomas

Geographical Area:

Chichester, Horsham, Mid Sussex, Worthing and Crawley

Description:

Do you have some spare time, want a new project(S) to get stuck into and have great local connections and support? If yes then read on!

We are looking for local people to set up and run small fundraising groups across West Sussex in order to raise awareness and much needed funds for 4SIGHT.

The role will involve organising, structuring and managing committee meetings to, discuss, plan and implement new fundraising opportunities and events, whilst increasing the awareness of 4SIGHT in your area.

You will be responsible for all event planning, implementation and promotion with support from the fundraising department - Small budgets will be accessible if required for certain events.

When Required:

Monthly, as and when events and meetings arise

Skills:

Excellent Communication skills

Excellent local knowledge and connections

Reliable and flexible

Self- motivated and able to motivate others

Able to prioritise and have good time management

Able to manage a team

Desirable Skills:

Previous experience in event management

Able to produce and work to action plans

IT literate

Experience in promotion and advertising

Age/Gender Restrictions:	No
Disabled Access:	Yes
Equal Opportunities Policy:	Yes
Expenses:	Yes
Insurance Cover:	Yes
Training:	Yes
Support on offer:	Yes
Criminal Records Checks:	No
Confidentiality Policy:	Yes
Equal Opportunities Policy:	Yes
Equal Opportunities Statement:	Yes
Health and Safety Policy:	Yes
Volunteer Policy:	Yes