Role Profile – Event Assistant

Role Title: Events Assistant (EA)	
Reports to: Events Manager	
Direct Reports: None	
Location: Field/Regionally based – England/Wales	

Summary of the Role's Main Purpose:

Cancer Research UK's Event Assistant Scheme is a fantastic opportunity for you to play an integral role in the successful delivery of some of the country's leading events, that generate substantial and sustained income for Cancer Research UK's lifesaving, world class research.

Cancer Research UK's event team is split into 5 divisional teams and we are looking for Event Assistants in each of these divisions. In 2023 each divisional team will have a dedicated team of Event Assistants (EA's) who will support the Area Event Managers with the delivery of all their events from May to October: Race for Life, Pretty Muddy and Shine Night Walk. There will also be opportunities to work at third party Sports events such as London Marathon, Manchester Marathon, Royal Parks Half Marathon, and many others.

Key Responsibilities:
- Support the Event Manager in the delivery of their events
- Manage a large number of volunteers
- Manage and own key areas of responsibility by taking on roles including Course Manager, Obstacle Manager, Start/Stage/Finish Manager or Volunteer Manager.
- Manage some operational responsibilities including setting up and dismantling equipment
- Ensure all Cancer Research UK health and safety guidelines are met
- Support Cancer Research UK participants at cheer points or post event activation at regional third-party Sports events throughout the year

Key Behaviours, Competencies and Skills:
- A passion for events
- The motivation, tenacity, stamina, and ability to support the delivery of logistically complex and large-scale events
- Proactive in achieving results, capable of solving problems and responding positively to new opportunities and challenges
- Confident and practical attitude, with the ability to work on own initiative
- Excellent interpersonal skills with the ability to build rapport with a range of people
- Confident in making logical decisions on event day to improve the supporter and volunteer experience
- Exceptional communication skills and the confidence to represent Cancer Research UK and manage large groups of volunteers
- Strong organisational and prioritisation skills, with the ability to multitask and deliver to deadline

Additional Considerations:
- Physical activity is required
- Willing to work unsociable hours
- This is predominantly weekend work so it can fit around some jobs and studies
- Working in all weather conditions (cold, rain, wind, and sunshine)
- You will be required to travel and stay away from home
- If driving to/ at our events, it will be the responsibility of Event Assistants to obtain Business Insurance for their vehicles.
- Must be willing to travel across the division you apply for.
- Eligible to work in the UK

Key details of the role:
- **Location:** You must live within divisional boundaries so please ensure you apply to the correct division depending on where you live.
- **Salary**: £10.42 per hour. You will be paid for the hours that you work, as well as any travel time over 1.5 hours. You will be paid on the 25th of every month and your manager will submit the hours you work for you.
- **Expenses:** All travel and accommodation will be booked and paid for you. A meal the night before the event will be expensed by you up to the value of £20 per event. If driving to an event you are entitled to claim 45p per mile for your travel.
- **Number of events:** You will be required to work between 5 – 8 events across May to October. These events will be allocated to you by your manager, depending on your availability and you will be asked to commit to these events before you start. Most events will involve an overnight stay unless you live less than 30 minutes from the event site.
- **Hours of work:** Shift times will vary depending on the size and type of event. They will range from 5 – 13-hour shifts. Breaks will be provided.
- **Start date:** 6th May 2023
- **End date:** This will vary depending on the events you are allocated. We ask you to commit until the end of October 2023.
- **Training:** There will be two days of compulsory paid training on Thursday 27th and Friday 28th April 2023. This will involve an overnight stay. All travel, accommodation and food will be included.
- **Contract:** Casual contract