



Type: Guide	Northumbria Blood Bikes: Auxiliary Role Description – Events Assistant		
Owner:	Fundraising Officer	Author:	Graham Moor
Approved:	15 th April 2017	By:	Executive Committee
Doc Ref	AUX2202	Version	1.2

A. Why do we need this guide

This guide sets out the roles and responsibilities of an Events Assistant.

B. Who is responsible for this guide

The Fundraising Officer of the group is responsible for the maintenance of this guide. The Executive Committee is responsible for approving this guide. All members of NBB Committee and any holder of the Event Assistant role must be familiar with the information in this guide.

C. When will this guide be reviewed

This guide will be reviewed a maximum of Two years following its approval.

D. How will changes be notified

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Events Assistant.

1. Aims of the Role

- 1.1** The Event Assistant will assist the Fundraising Officer with the management of events, and ensuring that the right equipment gets to and from an event.

2. Who does this role report to:

- 2.1.** The Event Assistant reports to the Fundraising Officer.
- 2.2.** The Event Assistant may need to liaise with the OnLine Rostering System (OLRS) support team, OnLine Activity Recording System (OARS) support team.

3. Responsibilities and Duties of the role

- 3.1.** The Events Assistant will be responsible for:
 - 3.1.1.** Regularly checking the events calendar to ensure that all events are covered.
 - 3.1.2.** Ensuring that the required vehicles are taken to an event.
 - 3.1.3.** Ensuring where an inexperienced volunteer is attending an event, a more experienced fundraiser is present to support them.
 - 3.1.4.** Ensuring that the equipment needed for an event is at an event if the events van is not attending.
 - 3.1.5.** Ensuring that the cash collected at an event is transported to one of the Banking Assistants, as soon as the event has finished or within 24hours of the event if a Banking Assistant is not available straight after the event.
- 3.2.** The Event Assistant will liaise with the Fundraising Officer if they are made aware of any invitations we receive to attend future events or fundraising opportunities.

4. IT System Requirements

- 4.1.** This role requires additional access to ICT systems beyond those of a normal member
 - 4.1.1.** Additional requirements for website access:
 - This role does require access to the Mail to All facility to contact Fundraisers, Riders and Drivers separately.
 - This role does need to create event website pages.
 - This role does need to update event website pages.
 - This role does require access to be able to retrieve data from OLRS but not OARS.
 - 4.1.2.** Additional requirements for OLRS access:
 - This role does require additional access to the OLRS to be able to view and obtain data, but not OARS. This access will enable the post holder to see who has booked vehicles for events.
 - 4.1.3.** Additional requirements for Email access:
 - This role does not require a personal NBB email address.
 - This role does require a role-based email address (with multiple post holders add a number for each one) – event.assistant1@northumbriabloodbikes.org.uk
 - This role does require access to Slack.

**Northumbria Blood Bikes:
Auxiliary Role Description – Newsletter Editor**

Version Control and History

Date	Version	Author:	Reason For Change
April 2017	1.0	Graham Moor	First Version
Jan 2020	1.1	Ronnie Paton	Document review
May 2025	1.2	Kirsty Lawrence	Document Update