

Purpose: To be an effective member of the organising committee for the Ball in helping to achieve maximum financial success for Back Up as well as providing an enjoyable event experience for all guests who attend.

The person:

QUALITIES

- Excellent interpersonal skills including communication, listening and reasoning
- Friendly and enthusiastic with a good sense of humour
- Encouraging, supportive and respectful
- Creative with a willingness to share ideas
- Good organisational skills and able to delegate where appropriate
- Good at time keeping, decisive but also flexible and adaptable
- Proactive – happy to get on with tasks and research between meetings.

EXPERIENCE AND KNOWLEDGE

- Previously attended a Back Up Ball or other similar charity events

TIME COMMITMENT

- Able to commit to once monthly meetings from March to November which take place in the evenings at the Back Up office in Wandsworth, London
- Able to commit to a couple of days in the Back Up office from March to November, towards the production of the event

The role:

- **Actively contribute ideas in meetings and be prepared to invest time in following up on actions before the next meeting.** For example, this might be internet research to identify suitable theming or contacting friends or colleagues for support where necessary.
- **A willingness to approach contacts and request items for auction**
- **Ability to contribute creative ideas in order to generate funds on the evening**
- **Ability to spend time in the office on pre-event tasks.** This could involve a number of practical projects including - compiling a mail merge for auction requests, sending out tickets, writing text for the event programme, producing auction boards & table numbers as well as a range of other tasks
- **Ability to assist with the organisation of the Ball on the day from 11am (not essential but desirable)**

If you require more information or are interested in joining as a member of the committee please contact Davinia using the details below:

Davinia Monteiro (Major Events Manager)
davinia@backuptrust.org.uk
020 8875 6722