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**Volunteer Event Marshal Role Description**

**Faversham Town Council Events**

Faversham Town Council hosts a variety of community events throughout the year, ranging from festivals and parades to public celebrations and markets. To ensure the smooth running of these events, we rely on the support of dedicated Volunteer Event Marshals to assist with safety, logistics, and visitor engagement.

**What will I be doing?** As a Volunteer Event Marshal, you will play a key role in ensuring the safety and enjoyment of all attendees. Responsibilities may vary depending on the event but typically include:

* Assisting with setting up and dismantling event infrastructure (e.g., barriers, signage, and seating areas)
* Providing a friendly welcome to visitors and offering directions or information
* Helping to manage pedestrian traffic and ensuring a smooth flow of attendees
* Monitoring event areas to identify and report potential safety hazards
* Supporting emergency procedures by liaising with the Event Officer, Facilities Manager and the onsite Medic Team as well as the emergency services if needed.
* Helping to keep the event space tidy and safe for all participants
* Assisting performers, vendors, and other event participants as required

**Where will I be based?** Volunteer marshals will be stationed at various locations around event sites in Faversham, depending on the needs of each specific event.

**How much time will I be expected to give?** We welcome volunteers who can commit to assisting at one or more events throughout the year. Shifts are typically a few hours long, and volunteers can choose their availability in advance. Breaks and refreshments will be provided where possible.

**What skills, qualities, and experience do I need?** No previous experience is necessary, but the following qualities are beneficial:

* Friendly, approachable, and confident when interacting with the public
* Good communication and teamwork skills
* Reliable and punctual
* Ability to follow instructions and respond calmly in busy situations
* A proactive attitude and willingness to assist with various tasks as needed

**What support and training will I receive?** All volunteers will receive a welcome briefing and an induction session before their first event. Event-specific training, including safety procedures and role responsibilities, will be provided. Supervision and support will be available from the Event Officer throughout each event.

**What will be expected from me?**

* To arrive on time and be prepared for your shift
* To wear any provided uniform or identification
* To be professional and courteous when representing Faversham Town Council
* To follow event procedures and health & safety guidelines
* To report any concerns or incidents to the Event Officer

**What can I expect?**

* A rewarding experience contributing to the success of Faversham’s community events
* The opportunity to develop new skills and gain valuable event management experience
* A chance to meet new people and be part of a dedicated team
* Recognition and appreciation for your contribution
* Reimbursement of any agreed travel expenses

If you are interested in becoming a Volunteer Event Marshal, please get in touch with us to find out more.

**Thank you for supporting your local community!**