

Information Sheet:

## **Volunteer needed to run the Trust's Lecture Programme**

Love London's parks and gardens? Help make sure that others hear about what makes them so special!

We are looking for a volunteer to organise and run our varied and well-loved lecture programme. You will work as part of our voluntary Activities Working Group and with the Trust's Marketing Coordinator and other staff. We aim to deliver inspiring and interesting lectures and related events that reflect our members' interests and concerns and appeal to a wider audience of Londoners who love and appreciate London's parks and green spaces. Could you help us to deliver this?

You don't have to have experience in this field already – perhaps you have knowledge and skills from different areas – but if you'd like to offer your energy, commitment and excellent organisational skills, we'd like to hear from you. We'll offer induction and support along with plenty of contacts and ideas.

### **The Organisation**

The Trust has entered an exciting phase, reviewing our audiences and focusing on becoming the valued voice of London's parks and gardens. We have a voluntary Board of Trustees with a variety of voluntary sector and business backgrounds, and a staff team that includes a Marketing Co-ordinator and social media support.

As the lecture programme organiser, you'll be part of the Activities Working Group, dedicated volunteers who devise and deliver the Trust's events programme. Apart from the lectures, this comprises summer walks and visit and occasional study days.

The Trust is based at Duck Island Cottage in St James's Park, serenaded by all kinds of waterfowl and, of course, the pelicans.

### **The Commitment**

The role involves devising the annual lectures programme in consultation with the Activities Working Group, contacting potential speakers, liaising with the venue and ensuring that the event runs smoothly on the day. And it involves working with Trust staff to publicize the lectures to the Trust members and the wider public.

The Activities Working Group meets at Duck Island Cottage on the first Monday of the month. We aim to deliver six lectures between October and March each year, and invite a guest speaker to address the summer Annual General Meeting. We would hope that you would be able to attend the majority of the monthly meetings.

The lectures are at 7pm on the second Monday of the month in a venue near Farringdon Station. You will chair the evening and ensure that the arrangements run smoothly with the help of other members of the Activities group. All working group members are on hand to ensure that everything runs smoothly. If you are not already, all working group members are expected to become members of the Trust!

We ask all volunteers to sign up to a Code of Conduct.

## **The Offer**

You can expect a warm and friendly welcome. Trustees, volunteers, and members have varied interests, experience and knowledge and you are bound to find yourself having all sorts of interesting discussions with kindred spirits, passionate about our parks and gardens. Our meetings are business-like but friendly, and chaired to ensure that all volunteers feel able to participate. We're currently recruiting other new members too, so you will be part of a developing group.

You will receive an appropriate induction and a Volunteer Handbook that will cover the basic mechanics of the organisation, the rules that guide us, and the expectations on volunteers, as part of undertaking this role. All volunteers are required to complete a Volunteer Registration Form providing basic contact details, skills, interests, experience, equality data, and names of two referees.

This is an excellent opportunity to bring your interests and organising abilities to make a difference to London's parks and green spaces and be an active part of the Trust. We will happily consider the role being shared by several volunteers.

We're recruiting now to make sure we are ready to prepare for our next Winter Lecture Programme (although this timescale is not absolute).

Please email a short CV to [office@londongardenstrust.org](mailto:office@londongardenstrust.org) by **16 April** with a covering email highlighting your interest in this role. We shall be holding short and informal interviews with those interested in late April, depending on applicants' availability, with a view to you joining us in May. If you'd like to chat about the role first, do get in touch with Katy Myers at [katherine.myers73@gmail.com](mailto:katherine.myers73@gmail.com)

We look forward to hearing from you!