

WORK PLACEMENT – EVENT ASSISTANT ANNUAL AWARDS 2016



EVENT ASSISTANT (ANNUAL AWARDS 2016)

BACKGROUND INFORMATION:

Based at the National Volleyball Centre in Kettering, the Annual Awards come at the end of each Volleyball season. The Annual Awards are a great opportunity for our valued clubs and volunteers to gain recognition for their fantastic contributions to the sport over the last year.

Volleyball England are seeking to appoint a strong willed Work Placement Intern to take the lead on planning, coordinating and delivering the 2016 Annual Awards.

PLACEMENT DETAILS:

START DATE:	January 2016
PLACEMENT AREA:	Event Management / Workforce
SUCCESS CRITERIA:	A well ran, successful Annual Awards with a post-event review.

ROLE DESCRIPTION:

Working alongside the Workforce Team, the Event Assistant will be responsible for the planning, coordinating and delivering of the 2016 Annual Awards, including but not limited to:

- Planning all elements of the Annual Awards
- Communicating the Annual Awards to members of the volleyball community
- Creating unique content for social media
- Coordinating and recording Award nominations
- Communicating plans and logistics with the National Volleyball Centre
- Providing quality customer service throughout the evening of the Annual Awards
- Reviewing the Annual Awards post event

We are looking for a hardworking, enthusiastic and organised individual who is looking to gain valuable experience in managing and delivering events. An interest in event management is essential. The Event Assistant must be able to communicate effectively and work both independently and as part of a team.

WORKING HOURS AND FURTHER DETAILS:

The Event Assistant will need to be in the Volleyball England Office for a minimum of one day a week from January to April, followed by a one week block in the build up to the Annual Awards. You will be required to work on the evening of the Annual Awards, and will be in the Volleyball England Office for a further two days following the event to review the project.

FURTHER DETAILS:

For more details on the role, please contact Hannah Winsbury by [email](#), or on 01509 2277 23. To apply, please return the Application Form below no later than Friday 4th December.

Please note this is an *unpaid* placement opportunity. Volleyball England are unable to reimburse any expenses relating to this placement, including but not limited to travel costs, accommodation or sustenance.

APPLY TODAY

If you are interested in this opportunity, please complete the below form and return to Hannah Winsbury by post (Volleyball England, SportPark, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF) or via [email](#).

Please note the closing date for this placement is **Friday 4th December 2016**.

PERSONAL DETAILS:	
Full Name:	
Date Of Birth:	
Email Address:	
Telephone Number:	
College/University (if applicable)	
Do you consider yourself to have a disability or medical condition we should be aware of? If yes, please state here:	
CURRENT STRENGTHS & OBJECTIVES:	
Referencing the Role Description above, what are you current strengths?	
Why are you interested in this specific Work Experience Opportunity?	
What are you looking to get out of your Work Experience placement?	
Do you have any availability issues we should be aware of?	