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| **TITLE OF ROLE**  Event Steward |
| **OBJECTIVE(S) OF ROLE**  To provide effective event steward support, according to the H&S Risk Assessment and Stewards’ Briefing. |
| **A BROAD OUTLINE OF TASKS AND ACTIVITIES TO BE UNDERTAKEN**  You will be provided with an Induction and an individual Stewards’ Briefing before each event, designed around the H&S Risk Assessment.   * To walk with the event organisers and community members ensuring that issues raised in the Risk Assessment are mindfully covered. * To attend for the Stewards’ Briefing. * To bring a fully charged mobile phone for emergencies. |
| **TARGETS OR MEASUREMENTS OF PERFORMANCE**  We will provide opportunity for Reflection in Action. This will be an informal meet up of Stewards so that reflection – “what’s working well, what could be better” – can be shared. This is also a great chance to present new ideas and to find out about other Interwoven volunteering opportunities. |

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| **THE NAME OF THE PERSON WHO THE VOLUNTEER REPORTS TO:** | JoJo Spinks |
| **LOCATION AND VOLUNTEERING HOURS**  Variable. A calendar of events will be published and shared monthly as soon as community events are fixed. | |
| **HOW THE ROLE FITS IN WITH THE WORK OF THE ORGANISATION**  The support of our event stewards is crucial to keeping everyone happy, safe and well. There are few things more important to our aims of supporting communities to take action for themselves. | |
| **EXPECTATIONS**  We hope that you’ll stay with us for a long time but also that you’ll be interested in the other progression opportunities in Interwoven.  We’d like you to be part of a peer-support group with other Stewards, pooling reflection, feedback, experiences, learning and skills.  We expect you at all times to work in accordance with [Interwoven Policy](http://www.interwovenproductions.com/policies.html). | |
| **SKILLS AND QUALIFICATIONS**  **ESSENTIAL**  Must be friendly and welcoming and able to get yourself to and from events.  **DESIRABLE**  If you enjoy creative events, being out of doors and building community then that’s a big bonus. | |