

The RPS Volunteering: Engagement & Events Officer

About this role

The role of the Engagement & Events Officer is to oversee and maintain the events schedule for the relevant RPS Group or Region. Focusing on to keeping the RPS website's event platform up to date by uploading newly organised events. The RPS Groups and Regions are expected to host a number of in person and online activities each year, the engagement & events officer will assist in facilitating this.

Responsibilities include:

- Curate an Event programme with your committee for the year
- Working collaboratively with the volunteer community to organise relevant events for your Group/Region
- Organise online and in person events, including finding venues and calculating costs
- Host one annual Distinctions Advisory Day
- Upload events to the Event Platform and keep the relevant pages up to date
- Ensure event paperwork is completed in a timely manner e.g. Risk Assessments and saved on the RPS central system (OneDrive - access will be granted)
- Run events yourself or train event leaders on procedures and provide them with attendee reports before event

Desired skills:

- Strong organisation skills
- Great communication and networking skills
- Creativity
- Problem solving and flexibility
- Budget management
- Technically capable and willing to learn and develop your skill

What we offer

The opportunity to be part of an active volunteering community, meet new people that share the same passion. This role will give you encourage you to expand on your skills and experiences, while working with us to promote photography for everyone.

Flexible working is key, so many tasks can be performed according to personal availability. Our Volunteer Support Team will assist and guide you on your journey.

