



Carol Concert Volunteer Role Specification

JCT – Joining Communities Together serves people who are homeless, at risk of homelessness or who are refugees or asylum seekers. We are a charity and need to fundraise to be able to provide our expert services.

For the first time since lockdown, JCT is holding a Christmas Carol Concert for the community of Coventry. We want to make sure that everyone has a safe and enjoyable event that goes smoothly and is well-run. As we are a small team, we are seeking volunteers to do specific tasks.

What tasks do we need done?

We need volunteers who are happy to do the following tasks:

- Help people find seats and toilets
- Serve hot punch, other hot drinks, biscuits, and mince pies
- Take photographs of the event
- Operate the sound desk and projector
- Set up the kitchen and tidy it after the event
- Set up the hall before the event and stack chairs after the event
- Take out rubbish and Hoover the Hall after the event
- Collect donations.

What is the time commitment?

We are grateful to anyone who volunteers for JCT. For the Carol Concert, the volunteering will take place on 9 December. We will hold a volunteer briefing before the event at around 1730. Then volunteers will be able to have a rest or undertake their tasks. We aim to leave the building by 2100 clean and tidy. The whole-time commitment would be roughly 3.5 hours.

If you would like to offer your time, please email info@jct.charity by 22nd November 2023. Thank you for your interest and support.