



## Role Profile

Job Title

**Friday Club Night Support Assistant**

Main location

Portland College

Hours

Variable – One Friday Per Month (Term Time Only)

Reports to

Andrew Gosling & Jordan Booth

Start date

10/02/2023

We have an exciting opportunity for a volunteer Club Night Support Assistant to join our friendly volunteering team for a few hours once per month.

The Portland Club Night is a monthly social event with a live DJ, music, dancing and a licensed bar that sells food and both alcoholic and non-alcoholic drinks.

We are a national charity and our vision is that all people with disabilities will have a lifetime of opportunity. Our club nights provide a perfect opportunity for our young people to enjoy a Club Night experience in a safe and supported environment.

### What you will be doing

- Assisting in the setup of the club night
- Laying out tables and chairs
- Signing in customers
- Distributing tickets
- General event support and supervision
- Packing away after the club night finishes including general cleaning

### Other information

Volunteering hours are flexible for this role from 4pm – 10pm depending on your availability.

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff and volunteers to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

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**Signature of post holder**

\_\_\_\_\_  
**Date**

I have read and accept the duties and responsibilities outlined in this role profile.