



Role Profile

Job Title

Volunteer Club Night Support Assistant

Main location

Portland College

Hours

Variable – One Friday every two weeks (Term Time Only)

Reports to

Newstart Activities & Theatre Programme Lead

Start date

Immediately

We are looking for a friendly volunteer to join our team as a **Club Night Support Assistant**. This is a rewarding opportunity to help deliver **bi-weekly social events** featuring a live DJ, music, dancing, and a licensed bar offering food and drinks.

Our Club Nights provide a safe, inclusive, and fun environment where participants with disabilities can socialise, enjoy themed activities, and express themselves. This role is ideal for someone who wants to support the community while being part of a lively, engaging event.

Portland Charity is a national organisation with the vision that all people with disabilities will have a lifetime of opportunity. Volunteers play a vital role in ensuring each Club Night is safe, enjoyable, and well-organised.

What you will be doing

- Assisting in the setup of the Club Night, including tables, chairs, bleacher seating, and any themed decorations or games
- Welcoming participants, signing them in, and distributing tickets
- Providing general event support and supervision during the evening
- Packing away and tidying up after the event, including bleacher seating and general cleaning
- Supporting the DJ with queuing songs and microphone announcements

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.

Signature of post holder

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

Date