



'On Track' Wellbeing Event - Administration Volunteer

'On Track' Event Overview: A wellbeing event primarily focused towards supporting the military and emergency services. The programme includes talks, workshops and exhibitors of charities and other services providing guidance and support in this area. Whilst the event is primarily focused towards these personnel, general public are able to attend too. The Tank Museum (a registered charity) is organising this event purely to provide help and a service to the local community and on a not-for-profit basis.

The Tank Museum is responsible for organising the event in collaboration with other organisations across Dorset.

History: We held our first event in 2019 which was a great success and had brilliant feedback. Sadly, we had to postpone for 2020 due to the pandemic but the 2021 'On Track' Event went ahead with covid-secure procedures in place which allowed over 250 people to attend, and a live stream of all speakers at the event is still available online now.

Event Page: <https://tankmuseum.org/events/on-track/>

YouTube Channel: <https://www.youtube.com/channel/UCJXW2eMcRWTCy1zLoVzDtpA/featured>

Role Profile

Role Title	'On Track' Wellbeing Event - Administration Volunteer
Department	The Tank Museum Events Team
Key Relationships	Events Co-ordinator, Visitor Experience General Manager, 'On Track' Management Group
Overall Role Purpose	<p>To support the co-chairs of the Management Group by arranging meetings and sending out papers in advance, keeping track of project deadlines, writing and distributing meeting minutes and assisting with administrative tasks throughout the organisation process of the event. On the day itself you would play a key part in the smooth operation of the event, but would still have time to take in the event that you have helped to organise.</p> <p>This role will require you to attend regular meetings [up to two per month] with an expectation that work will be completed in-between in the volunteer's own time and scheduling. At this time, we don't expect the number of hours to exceed 30 per month.</p> <p>This is a very collaborative role within the Dorset community, liaising with key people across the armed forces, NHS & other organisations to ensure the event is planned as well as possible.</p>
Who would this suit?	Volunteering in this role would, for the right person, be exciting and rewarding as you would be meeting new people, helping your local community and making a real difference to Mental Wellbeing in Dorset. You will need to be organised, pro-active and capable of working off of your own initiative. No formal training is required, just a desire to help the Management Group make this event succeed. Most meetings will be online but some will be in person at The Tank Museum.