

ORFC 2020  
Event Volunteer  
Role Description

The Oxford Real Farming Conference is now entering its 11<sup>th</sup> year, and is therefore at the start of its second decade!

Once more it will be taking place in the Oxford Town Hall, the St Aldates Church and the St Aldates Tavern.

The conference brings together 1000 mud-on-the-boots farmers, agricultural students, academics, policy-makers, foodies and social entrepreneurs for two days of inspiration, case studies, practical tips and discussion to build the future of farming together.

Event Volunteers are expected to:

- Run front of house, reception, the exhibition spaces or be a runner for one half day of the conference.
- Steward conference sessions for one half day, which includes Health & Safety responsibilities, monitoring room capacities, helping with AV requirements and helping speakers with timekeeping.
- Be free to attend the conference for the rest of the time.
- Come to the training session on the evening of 7<sup>th</sup> January.
- Present a confident, professional, friendly face for the conference.
- Be available to complete tasks when you are 'on duty'.
- Use social media to generate a 'buzz' around the conference if you would like to.

As an Event Volunteer, you will:

- Gain valuable experience of a large event and live social media.
- Get a useful addition to your CV, with a reference if you would like one.
- Get free entry to the conference on 8<sup>th</sup> & 9<sup>th</sup> January 2020, as well as two lunches and two dinners provided as a thank you for attending the training session.

ORFC has a commitment to you, to give you the training you need to fulfil the role, a safe environment, and decent breaks.

You have a commitment to ORFC to turn up and stay engaged throughout the conference, be available for your shifts, and be accommodating to the needs of the conference.

This is not intended to be a legal contract, but a memo of understanding between you and ORFC. Discussion and flexibility are welcome.

Many thanks for your help!

Hannah Fenton

July 2019