

Join our event volunteering team

++Hiring multiple candidates

Job type: Event Volunteer with an opportunity to apply for a company position including training

Become an event volunteer for the 7th annual edition of Women of Silicon Roundabout, taking place at the ExCeL London from 21-23 November 2022 and attain the opportunity to apply for a position to join the Ascend Global Media team long term.

Volunteer

Your contribution in both time and energy will ensure our participants' experience at **Women of Silicon Roundabout** is exceptional. Help us deliver a seamless and impactful experience to all our attendees to ensure together we can **drive positive change**.

About the event:

Founded in London in 2015, [Women of Silicon Roundabout](#) is the flagship event in the Women in Technology World Series, and the original centrepiece of the global gender diversity movement in tech. This year, “**The Power of Resilience**” is the unrivalled theme; uniting over 4,500 women in technology to supercharge their careers and in doing so, redefining the tech industry.

To apply for a volunteer role: Complete the [online application form](#) by **27 October**

About the role:

What's in it for you?

- Join our community (women in tech): Build up your network, meet new people and join a motivated and enthusiastic event team who are making a difference
- Be part of an exciting flagship event empowering diversity and inclusion across sectors
- Gain great experience in delivering the UK's largest event for women in technology
- Join an inclusive and diverse organisation
- Develop new skills and build on existing ones through training and participation
- Worthwhile addition to your CV—demonstrates your get-up-and-go dedication
- Be an ambassador for Women of Silicon Roundabout and wear the branded volunteer badge
- No need for weekly commitment
- We aim to give all our volunteer team a valuable and rewarding experience. We will provide the tools for the job and the back-up of the volunteer team and create opportunities to enable progression if positive impact events are your passion.
- Opportunity to apply for a position and join the team on a permanent basis
- Lunches are provided on both event days by the event organiser
- Travel cost is covered up to £20 per event day upon expense claim submission 1-week post event, must include a copy of purchase (tax receipt) for travel expense claim to be considered for reimbursement.

What's involved? What you will be doing

Women of Silicon Roundabout event features various activities: volunteers will be assigned to different locations in which they will assist the event organiser as well as participants on these activities.

As a member of the volunteer team, you will:

- Champion women in technology - drive diversity and inclusion ethos across sectors by supporting the event delivery for its success
- Receive full briefing instructions for each task
- Support, mentor and motivate fellow event team volunteers in their role
- Support the volunteer team leader and event management team in their daily duties
- Please be aware that these roles can be physically demanding.
- Assist registering and guiding the event delegates
- Welcome and present showing directions to help attendees navigate the event smoothly
- Help set-up and clear-up when required
- Scan guests into their conference sessions and inform on programme
- Attend a briefing and debriefing session with the volunteer team each morning, lunch time and/or evening, depending on the event schedule.
- Receive full briefing instructions for each task

Please be aware that these roles can be physically demanding.

Have you got what it takes?

To be considered for the event volunteer role you will need to:

- Enthusiasm, high energy, and a positive approach
- Be willing to work on various tasks – the more you do the more you will learn
- Be a good communicator – effective team players are able to express their thoughts and visions in a clear and understandable professional manner
- Remain calm when working under pressure, especially when you're working in a very busy environment
- Multi-task – be accommodating and flexible to sudden changes in your environment and situation
- Have confidence when dealing with customers and the public
- Have a 'can do' attitude and inspire others to be the same
- Exercise decision-making skills
- Be a team player but be able to work independently with minimal supervision
- Be able to problem solve and prioritise tasks
- Be trustworthy – we want team players who are dependable and responsible

Time commitment required:

- **Monday, 21 November:** 13:00pm – 17:00pm
- **Tuesday, 22 November:** 07:00am – 18:00pm
- **Wednesday, 23 November:** 07:00am – 17:00pm

PLEASE NOTE: Breaks may be taken as needed but would require informing supervisor/team leader when a break is needed, so areas are not left unattended, and will be provided with a free lunch.

Application process - 4 Steps:

Step 1:

Apply by completing the online form

Step 2:

You will be contacted by no later 01 November to be informed if you qualified for the next stage of the application stage

Step 3:

Schedule a 30-45 minute Virtual interview between 02-04 November.

Step 4:

if you successful, you will be notified on 07 November

Think you're up to the challenge to be part of an enthusiastic team of event volunteers to drive positive change?

Apply through the online form by 27 October

www.women-in-technology.com