



PATIENTSCANN UK®

Volunteer Event and Campaigning Assistant Role Description

Volunteer Role Title	Volunteer Event Assistant
Department	Events and Education
Location	Home / UK-wide

If you require this information in an alternative format or language, or if you require any assistance in relation to the content of this role description, please contact Human Resources – volunteer@PatientsCann.org.uk

Role Description

About the role	2
Main Duties	2
Skills Required	2
Your Commitments	3
PatientsCann UK's Commitments	3

About the role

PatientsCann UK is an organisation dedicated to advancing the medical cannabis industry through patient-centred education and engagement, offering a range of services, including consulting, research, and advocacy, to support both patients and industry professionals. The success of our mission depends on the support of dedicated volunteers like you.

The Volunteer Event and Campaigning Assistant plays an essential role in raising awareness of medical cannabis and increasing engagement with our organisation. In this role you will work closely with the management team to support at events and conferences in your local area, and optionally across the UK. You will also play a crucial role in raising awareness by engaging with your local community.

This role description is flexible to encourage a wide range of skills and experiences to contribute to this role.

The success of PatientsCann UK hinges on the support of volunteers like you. You will be passionate about empowering patients, spreading awareness, and making a positive impact on the medical cannabis community. Volunteers will play a crucial role in helping us reach a broader audience and ensure the smooth running of the organisation.

Main Duties

- Support the running of PatientsCann UK's events
- Meet and greet and engage with event attendees and partners
- Setup equipment, stands and displays
- Basic food and drink preparation
- Canvassing and leafleting in your local area
- Engage with local communities to raise awareness of medical cannabis and our services

Skills Required

- Great communication and interpersonal skills
- Basic IT skills including Office
- Strong organisational skills
- Experience with Audio/Visual equipment and basic food preparation desirable
- Commitment to Equality, Diversity and Inclusion

Your Commitments

- Comply with all policies, procedures, and guidelines provided by PatientsCann UK.
- Go to any briefings and training that we think will help you in your role.
- Act responsibly and within the law.
- Maintain confidentiality with respect to the organisation's sensitive information and in line with GDPR.
- Let your volunteer manager know if you are having any problems or if you have any complaints, concerns or feedback.
- Meet agreed time commitments and give reasonable notice when you're not available so that arrangements can be made.

PatientsCann UK's Commitments

- Introduce you to how our organisation works and your role within it.
- Give information about PatientsCann UK's work, policies and procedures.
- Offer training and support for your role.
- Reimburse agreed expenses.
- Strive to resolve any concerns fairly and reasonably
- Respect and listen to your feedback, and keep you informed of any changes.
- Ensure your health, safety and welfare.
- Apply our Equal Opportunities policy.
- Encourage a positive and supportive volunteering experience.