

23.04.26

## Can you gift your time? Local children's charity Autism Early Support need your help...



### 25<sup>th</sup> Anniversary Ball – Event Co-ordination Volunteer

This year marks our charity's **25th anniversary**. The **flagship event** of our celebrations will be our fundraising Ball on **12 June**, to be held at **Hotel La Tour in Milton Keynes**. We have over **130 guests** joining us for the evening.

We now need volunteers to help us pull everything together and make it as successful as possible.

We are looking for volunteers to help **before the event (ASAP)** and **on the night itself**. You can do one or the other, or both, whatever suits your availability.

#### **Before the event, we need help with:**

- Sourcing prizes for our auction, raffle, or gift tree by approaching local businesses for prize donations via letter, email, or in person
- Helping with table plans, on-the-night table collateral, and co-ordinating all fundraising gifts
- Sharing any event ideas you may have – these will be very warmly welcomed!

#### **On the night of the Ball (12 June in Milton Keynes):**

- Selling gift tree prizes and encouraging guest participation
- Helping to manage our silent auction
- Collecting donations and payments
- Providing general event support as needed
- Setting up

#### **What training and support will be available?**

- You will be working with our fundraising team, who will give you a clear brief and the tools you need from day one
- We will help you fully understand the charity, the event, and our fundraising goals
- Guidance, templates, and talking points to support approaching businesses
- On the night, you will be part of a team, so you will know exactly what to expect



## What skills will you bring to this role?

- Strong communication skills
- Confidence and an engaging approach when talking to people
- Tenacity and initiative
- A friendly and approachable manner
- Good organisational skills and great attention to detail
- MS Office skills
- Enthusiasm for our cause and the event
- Team spirit and positivity
- Flexibility to help where needed
- The drive to make a positive impact, whether behind the scenes or on the night

Having local knowledge or contacts in **Milton Keynes, Buckingham, or the surrounding areas** is helpful but not essential.

## How much time do I need to invest?

This role is flexible:

- Administration tasks can be done remotely or from our office in Buckingham
- Prize sourcing can be done around your other commitments over several weeks
- Event-night support will involve attending the Ball on the evening itself

We are happy to discuss a commitment that works for you.

## What difference will you make?

By volunteering in this role, you will:

- Help us maximise funds and impact in our 25th anniversary year
- Raise the profile of our work across the local community
- Help us create a memorable celebration of our past while securing support for our long-term sustainability.
- Be part of a positive, friendly team making a real difference

Your time and effort will help us deliver our **vital support and early help for autistic children and their families.**

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**Please express your interest with Sarah Sweet-Rowley by May 1<sup>st</sup> on the details below and for more details about the charity's work, please visit:**

[www.autismearlysupport.org.uk](http://www.autismearlysupport.org.uk)