

Role:	Pharmacology 2024 Volunteer
Reporting to:	Events Manager
Hours of work:	Variable
Contract:	Fixed term, variable days during the week 10 – 12 December 2024
Salary bracket:	Voluntary position
Location:	The position will be located at the Harrogate Convention Centre, UK

Overview of the role

Volunteers will support the onsite delivery of Pharmacology 2024 taking place in 10-12 December 2024.

Successful candidates will be required to work onsite at the Harrogate Convention Centre, UK. Applications will be accepted from candidates based all over the UK. However, please note that we are unable to contribute towards travel or accommodation expenses.

This is a voluntary position, therefore there will be no financial remuneration. However, volunteers will be offered one additional days' complimentary registration for the conference, in return for each day of volunteering. Lunch and refreshments will be provided on each day. References and feedback will be available upon request.

No event-specific experience is needed, and any required training will be provided at the start of your first working day.

Main tasks & responsibilities

- **Question moderation:** This will involve being present during symposium sessions and supporting the session chairs by managing any questions asked through the event app, removing irrelevant content or duplicate questions and moving questions once they have been answered by the speakers. Full training on how to use the app will be provided.
- **Supporting session chairs:** This will involve introducing yourself to the chair before the start of the session and ensuring they are happy with the format of the session and how questions will be managed in the room. For workshops and debates, you may be asked to support the session chairs in other ways, for example handing out literature or counting votes.
- **Delegate questionnaires:** We will be asking delegates to complete short questionnaires during the refreshment breaks, which you may be asked to assist with.
- **Giving directions:** In-between sessions, you may be asked to stand in a specific location to direct delegates to the relevant rooms.

- **Registration:** This will involve overseeing one or more self-service registration kiosks, assisting delegates and directing them to the relevant help desk if required.
- **Social media:** Specific volunteers may be asked to support social media outputs at the event by posting updates and highlights from the Congress. If you are interested in this role, please indicate this in your application.
- Additional tasks may be assigned to you, within reason, by the Society's Congress Team.

Person Specification

Requirements	Essential	Desirable
Experience <ul style="list-style-type: none"> • Previous volunteering experience (any) • Experience of volunteering/working at large conferences or events • Knowledge of/experience in pharmacology, pharmacy or related life sciences 		* * *
Interpersonal and communication skills <ul style="list-style-type: none"> • Very good customer service skills • Willingness, flexibility and a 'can do' approach • A good team player who can work well with members of the Society's staff team and Congress speakers, chairs and delegates • Personable, friendly, and approachable • Ability to speak another language • Skilled in social media • Willingness to travel to Harrogate for at least one full day of the conference (10-12 December 2024) 	* * * * *	* *