



## Key Volunteer Roles

The Fair is organised by a team of volunteers. The roles are as follows:

### Committee

There is a core Committee with three roles:

- **Chair** – Principal lead and coordinator across all the roles. Chairs all meetings, coordinates briefings and timescales.
- **Secretary** – Minutes all meetings and the AGM.
- **Treasurer** – Oversees and records the flow of income and expenditure, including the process of invoicing for all the stalls allocated by the Stalls Team. Manages communications with sponsors and donors, and coordinates with the charity Love Mill Road.

### Planning Group

The Planning Group consists of the Committee (above) plus additional members who attend regular planning meetings throughout the year, with more frequent meetings in the final lead-up to the Fair. Each member has specific responsibilities and may have supporting volunteers that work with them (see Support Roles section). The roles are:

- **Vice Chair** – Works closely with the Chair to provide support and back-up. The role can be undertaken in parallel with another Planning Group role. (**vacant**)
- **Stalls Lead** – Organises the allocation of food and market stalls at Donkey Common/ Petersfield Garden, Gwydir Street Car Park, St Barnabas Road, Headly Street, Ditchburn Gardens, etc. Responsible for coordinating the stall application and allocation process, planning the layout, and overseeing set-up on the day of the Fair in each of these venues.
- **Community Lead** – Builds partnerships and leads engagement with the Mill Road shopkeepers, venues, community centres, faith centres, and other organisations in the Mill Road area. Shares information, plans activities and coordinates key guidance.
- **Volunteers Lead** – Manages the volunteers, including recruiting to roles and managing information flow. Works with the Event Management team to arrange the schedules of stewards and volunteers on the day of the Fair.
- **Events Lead** – Organises performers at the Fair, including some stage set-ups. The role includes coordinating the performer application process, allocating performers to venues, technical checks, practical support and networking.
- **Communications Lead** – Oversees communications and public relations including print production and media in conjunction with other members of the team.
- **IT Manager** – Ensures the smooth running of the website and addresses all the technical IT issues that arise during the work of the Planning Group, including the website, email and file servers, application forms and databases.
- **Creative and Parade Lead** – Works with schools, creative arts groups and the Safety Manager to organise the parades and contribute to other artistic and creative initiatives.
- **Mill Road Fringe Lead** – Responsible for the Mill Road Fringe including programming and organising the activities that take place throughout the year, as well as acting as a link between the Fair and Fringe.
- **Team Support** – Supports, as needed, all Planning Group members, with emphasis on community outreach. Looks after general enquiries from the website.



## Support Roles

In addition to volunteer stewards at the Fair, there are important Support Roles to assist with specific tasks throughout the year and on the day. Support Role volunteers work closely with a named member of the Planning Group. The roles are:

- **Logistics Coordinator** – Organises all the physical infrastructure of the Fair (signage and equipment), including sourcing and delivering equipment, coordinating set-up and checking status during the Fair. Works closely with the Chair/Vice Chair. Needs to be practical and hands-on, and work on own initiative. (**vacant**)
- **Deputy Stalls Support** – Works alongside the Stalls Lead to respond to, collate and assess the food and market stall applications and allocation. Fluency in Excel spreadsheets would be an asset and some knowledge of health and safety regulation would be useful. (**vacant**)
- **Stalls Set-up (4+ roles)** – On the day of the Fair, each person has oversight for a specific stalls area – eg Donkey Common, Petersfield Garden, Gwydir Street Car Park, Headly Road, Ditchburn Gardens. The key responsibilities are to assist stallholders in the initial set-up by ensuring that they're in the right place, etc. Needs to be present from 8am in the morning on the day of the Fair. Works alongside the Stalls Lead. (**2 vacant**)
- **Volunteers Support (Day of Fair)** – Coordinates and supports volunteers on the day of the Fair.
- **IT Support (Local)** – Works with the IT Manager to support Planning/Working Group members with technology issues. Lives or works in Cambridge. (**vacant**)
- **Communications Support** – Works with Planning Group members to promote information about the Fair, including recruitment of volunteers, via different channels, eg websites, media, social media. Also arranges social events for volunteers. (**vacant**)
- **Fundraising** – Works with the Chair, Treasurer and Mill Road Fringe Lead to secure sponsorship or charitable funding for the Fair and Fringe and liaises with the charity Love Mill Road. (**vacant**)

## Stewards

65+ volunteer stewards are needed on the day of the Fair to help monitor and manage the crowds and provide information, and to help with set-up and take-down. Stewards usually volunteer for two-hour slots and get a full briefing before the day of the Fair. (**slots available**)

If you are interested in learning more about these roles and discussing any vacancies, please contact Lenja Bell, Volunteers Lead, on [volunteers@millroadwinterfair.org](mailto:volunteers@millroadwinterfair.org)