

Eventbrite & Attendance Admin Volunteer

Volunteer role description | Version v1.0 | June 2026

Help monitor Eventbrite bookings, attendee records, attendance categories and post-event distribution lists for LWL briefings and events.

About Learn Without Limits CIC

Learn Without Limits CIC is a Wales-based, parent-led organisation developing practical navigation support for families of children and young people with Additional Learning Needs (ALN) and related system barriers. Our work combines parent insight, safeguarding-aware information, public policy interpretation, open-call briefings, digital resources and our Prevent -> Bridge -> Progress model.

About Bridge and Pathway 2

Bridge is our staged route for young people, parent carers and adult volunteers who want to rebuild confidence, contribute to real projects and move towards learning, volunteering, training, work or community contribution after education disruption. Pathway 2 is especially important for parent carers returning to confidence and work, while also allowing other adult volunteers to contribute bounded operational skills where appropriate.

Why this role matters

Event attendance data helps LWL understand who is engaging, which sectors are represented and where follow-up is needed. Keeping that information accurate supports better governance, funder evidence and event planning.

Purpose

To support practical administration of Eventbrite registrations, attendee lists and post-event records.

What the role involves

- Monitor Eventbrite registrations during agreed briefing or event periods.
- Export attendee lists when requested.
- Update attendance records in the tracker or agreed spreadsheet.
- Check names, organisations and email addresses where available.
- Support simple attendance summaries by sector, category or geography.
- Prepare post-event distribution lists for write-ups and recordings.
- Flag access needs, data issues or sensitive notes to the Programme Lead.

Skills and experience

- Event admin or online platform confidence.
- Spreadsheet confidence and accurate data entry.
- Careful handling of personal data.
- Organised, consistent working habits.
- Ability to follow event admin processes and escalation routes.
- Experience with Eventbrite or similar platforms would be helpful but is not essential.

Time commitment

Around 1 hour per week during active event periods, with slightly more time immediately before and after each event.

Age, training and safeguarding expectations

This role is open to adults aged 18+ because Pathway 2 operational roles may involve contact records, event attendance information, stakeholder communications, internal planning documents, community infrastructure or safeguarding-adjacent information.

Because this role involves attendee data and may include access needs or safeguarding-adjacent notes, GDPR / data protection awareness training will normally be required. Level 2 safeguarding training may also be requested. Training can be completed through self-study online learning.

This keeps roles accessible while maintaining appropriate standards around confidentiality, safeguarding, data protection and governance.

Boundaries

- This role supports event administration only.
- The volunteer does not host events, handle safeguarding concerns or respond to sensitive family information independently.
- The volunteer does not provide casework, legal advice, advocacy, clinical advice or safeguarding decisions.
- Access needs or concerns must be escalated to the Programme Lead.

What we offer

- A clearly bounded adult volunteer role with an agreed purpose and review point.
- Remote participation and proportionate expectations around time and capacity.
- A chance to support a Wales-wide parent-led prevention and navigation model.
- Useful experience in admin, stakeholder engagement, digital operations, evidence gathering or project support.

Interested?

To express interest, please contact support@learnwithoutlimitscic.org and include the role title in the subject line.

More about our work: learnwithoutlimitscic.org

Bridge page: learnwithoutlimitscic.org/bridge.en.html