

Marketing Volunteer Role Description template

Registered Charity (if applicable)

Position Title	Marketing Assistant – volunteer
Location	
Department	
Time Commitment	

Role Description	<ul style="list-style-type: none"> ➤ Helping the Marketing and Communication Manager with administrative duties. This is likely to include: ➤ Snipping/mounting press coverage onto word docs & printing/ assembling into press cutting files ➤ Sending campaign flyers out to various places (info centres, museums, libraries etc) ➤ Occasional scanning papers for press coverage ➤ Responding to other admin tasks as req'd from wider team (e.g. events preparation; developing contact lists)
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Key Responsibilities	<ul style="list-style-type: none"> ➤ Producing media cuttings to particular format ➤ Ensuring flyers are sent out, as requested ➤ Responding to other requests as necessary
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Skills, Qualities and Experience	<p>Skills</p> <ul style="list-style-type: none"> ➤ Good basic computer skills, with knowledge of Office. MS Word skills are particularly useful. ➤ Experience of using, other Office functions such as Excel, or using databases could be helpful. ➤ Good organisational skills, e.g. filing – hardcopy paper and/or digital/computer-based ➤ A good standard of English, written and verbal. ➤ Diary-keeping, time-management etc. ➤ A clear and confident telephone manner. <p>Qualities</p> <ul style="list-style-type: none"> ➤ It helps to have a sense of humour, and to be flexible in your approach to work as this role could become quite varied. ➤ The ability to work with a range of people is helpful
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Benefits to you	<ul style="list-style-type: none"> ➤ Opportunity to gain experience of being a central part of a busy marketing/fundraising team ➤ Gain an insight into the work of (charity/community group) ➤ Experience can be added to any cv to strengthen future job applications ➤ Full training will be given and assistance is always at hand.
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Training	List training available to volunteer and any required induction training
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Supervising Staff Member	
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Supervisor's Contact Details	
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Volunteer Co-ordinator Contact Details	
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Additional Comments
Insert additional information about the role ie Does it require a DBS check? Are references needed? Must the volunteer complete any induction training before starting? Will they be asked to an informal interview? Handling Sensitive information. Confidentiality

About [organisation]
Give information to sell your organisation here

Travel Information
Include information such as bus routes, nearest train station, parking



For more information and an application form, please contact [role/staff member]:

Organisation Names

Address

Telephone :

contact email

website

volunteer page on website direct address if using