

Volunteer Role Description

Volunteer Role	Marketing Volunteer
Service/Department	Fundraising and Events
Manager/Point of Contact	Amy Heathcote
Preferred days or times for volunteer availability (if any)	<i>Various shifts Monday-Sunday (dependant to what fundraising and events are going on and campaign deadlines)</i>
Role Description	
<p>Summary of Volunteer Role:</p> <p>We are looking for marketing volunteers to join our small growing marketing and fundraising department with big plans. You will be providing administrative, research and content for our social media platforms. Your work will be essential in Age Concern Southend making a big impact in the community and spreading the word of what we do, any upcoming campaigns and our fundraising events, whether they be inside the community hub or out within the community.</p> <p>As a marketing volunteer you will also be supporting our team of volunteer coordinators with administrative tasks relating to volunteer campaigns, along with the fundraising department with creating posters and content for any fundraisers and events.</p> <p>You will be expected on some occasions to attend events to build up a portfolio of inhouse pictures and to do social media coverage at the time the events are taking place.</p> <p>As this is a new role flexibility is key – volunteers can either sign up on an as and when basis, helping at events throughout the year or sign up on a more rota'd basis i.e. 4 hours every Monday. By volunteering with us, you will have the opportunity to gain first-hand experience of working for a charity and will contribute to our work supporting and empowering the older people in our community, whilst learning new skills.</p>	
<p>Key Duties:</p> <p>Tasks may include:</p> <ul style="list-style-type: none"> • Creating visual and text-based content for social media platforms and the Age Concern Southend Website. • Periodically review local media publications to identify relevant content. • Carry out research for volunteer recruitment purposes and other fundraising and events other charities are doing. • Occasionally assist with mailings to volunteers such as Volunteers Week certificates, Christmas and thank you cards. • Be present at events to take photos and to share on social media platforms. • Creating monthly newsletters for our subscribers. 	

Volunteer Recruitment Service | Role Description Template

<ul style="list-style-type: none">• Help to create leaflets and posters for our Dementia Day Centre on the request of the dementia day centre manager.• Help to create leaflets and posters for our volunteer campaigns on the request of the volunteering manager.• Help to create leaflets and posters for our fundraising and events on the request of the fundraising and events manager.• To help and contribute to the upkeep of the Age Concern Website.	
Other Information/requirements	
Additional Internal Information	
Aiming to be fill position by date	
Form submitted date	
Form submitted by	
Form to be completed and sent to	Leah-May Carter Befriending Service & Volunteer Recruitment Manager