

## **Markfield Volunteer Role Description**

<b>Volunteer title:</b>	Publicity & Fundraising Volunteer
<b>Purpose:</b>	To support in implementing Markfield's Marketing & Fundraising strategies
<b>Responsible to:</b>	Publicity Assistant
<b>Hours of work:</b>	Negotiable (Minimum 1 day a month, maximum 1 day a week)

### **Role description**

You will work with Markfield's Publicity Assistant to help implement the Marketing Strategy which aims to raise awareness of Markfield's services, vision and purpose. You will also work with Markfield's Director or Fundraising Consultant to help implement the Fundraising Strategy which aims to sustain and grow Markfield's services.

### **Responsibilities**

- To help generate content for marketing purposes such as collecting quotes and photos from staff and service users
- To draft content for online marketing such as twitter and facebook
- To help maintain content on Markfield's website by checking for errors and testing the usability of the website
- To research potential funding opportunities
- To help maintain good communication with Markfield's donors
- To attend any relevant training courses as requested by Markfield
- To prepare for and attend regular supervision sessions and reviews
- To maintain confidentiality about service users in line with Markfield's Child Protection policies
- To follow Markfield's policies and procedures in your volunteering practice

## **Qualities and skills you will need**

- A clear and friendly communication style
- Ability to work independently on your own initiative
- Reliability and punctuality
- An open-minded and non-judgemental approach to other people
- The ability to work flexibly
- Enthusiasm and willingness to learn new skills

## **Other relevant skills for the role**

**(These are not essential for your application)**

- Confidence using Microsoft Word and Excel software
- Experience of using social media
- An ability to speak a local community language other than English