



Role Description

Position: Marketing and Business Assistant (Volunteer)

Reports to: Marketing Officer

We are seeking a volunteer to work with the Marketing Manager for one day a week. The volunteer Marketing and Business Assistant will be required to assist and lead on key areas of the charity's work. This is a fantastic opportunity to join a vibrant and innovative charity and help bring enjoyment and vitality to some of the most vulnerable older people in society. The majority of the tasks will require using a computer, so it is essential that you feel comfortable and confident using MS Office software.

Overall role purpose:

To assist the Marketing manager and Marketing Officer with key areas of the charities core work including evaluation, reporting and marketing.

Main duties and responsibilities:

Marketing;

- Researching conferences, awards and events that are relevant to the care sector and producing reports.
- Researching events and days relating to the care sector and add to our media calendar to assist the charity with its media engagement.
- Assist with social media strategy
- Occasionally attend our activity sessions and write blog style pieces about our work

Evaluation;

- Compiling feedback from the charity's training, activities and projects into spreadsheets and preparing the results to feed into reporting.

Systems

- Update our service user contact details using a database.
- Organise and update our presenter song sheet library.

Person specification:

Skills and Knowledge:

Essential:

- Computer literate and familiar with using common Office programmes
- Fluent written and spoken English.
- Ability to work in a systematic and methodical manner under own initiative.
- Good attention to detail.
- Friendly and approachable team player
- Commitment to uphold the integrity and standards of Alive! and its values.

Desirable:

- Experience of working in the voluntary or care sector
- An interest in improving the quality of life of older people
- An interest in marketing, media, evaluation or office admin work.

Terms and Conditions of employment

Conditions of the role:

You will need to be available to come into the office during the day for one day a week (we'd love you to continue with the role for as long as you are able).

Availability:

Timeline: Starting as soon as possible in June/July 2017

Days for volunteering can be discussed at the informal interview and we will be flexible to suit your other commitments.

Location:

Our office is based at the Create Centre, Smeaton Road, Bristol BS1 6XN.

We will cover any travel costs.

Please note:

This voluntary role description is for guidance.