Event & Marketing Volunteer

**Event & Marketing Volunteer - Job Description**

**Voluntary**  
ideally ½ a day a week, or 3-5 hours homeworking, but we are happy to consider your proposal. This might be more according to our event programme.

**Main purpose of the role**

The role is to assist the busy office team with events, marketing and fundraising duties such as creating posters, distributing posters, email communications and event management jobs.

**You will work closely alongside the Training and Fundraising Manager and the New Business Manager.**

This role would suit someone who:

* Is competent creating posters, flyers and marketing materials. Ideally you may have experience of using graphic design software.
* Or someone who is willing to learn and use the Mind Open Hub site to help create posters and marketing materials.
* Is an excellent communicator.
* Is able to write clearly, accurately and succinctly.
* Can be flexible with their time: events can be ad hoc and particular events, such as e.g. the Bath Half require dedicated bursts of activity.
* Enjoys walking and cycling and putting up posters.
* Can potentially dedicate more time in Feb/March specifically for the Bath Half.

Main duties will include:

* **Leaflet and poster distribution**: Monitoring, coordinating and helping with the distribution of our promotional leaflets and posters and identifying new opportunities for distribution.
* **PR**: Supporting writing press releases.
* **Marketing and event support for our get Set to Go Project**
* Event planning and assistance e.g. with refreshments, putting displays together, coordination, meeting and greeting.
* **Another project:** If you have a particular area of knowledge or an interest area you would like to pursue, you are welcome to propose a project for you to undertake.
* **Creating profiles on our website:** supporting the creation of role profiles on our website for community fundraising and individual fundraisers – typing in main details and uploading.