

MARKETING & ADMIN. VOLUNTEERS

Role Description

The charity supports parents and grandparents with child contact problems through a Helpline support service and monthly face to face support meetings.

ROLE DESCRIPTION

- To provide administrative support to group meetings & training events organised by the charity in their local region including electronic communications & monitoring.
- To provide practical support to meeting co-ordinators eg to undertake collections & fundraising at meetings / to ensure meeting register and all appropriate forms eg Solicitor attendance / Referral / Evaluation forms are completed by service users
- To liaise with venue providers to ensure that the meeting venues are available and accessible on the relevant dates
- To organise and undertake fundraising activity for the charity in compliance with relevant statutory and best practice guidance
- To distribute information about the availability of the helpline and the local support meetings to potential service users and other organisations to facilitate referrals eg through distribution of posters etc.
- To support the National Manager with social media initiatives involving Twitter / Facebook and the charity's website
- To support the National Manager with research and evaluation projects
- To contribute to the charity's overall Marketing & Communications efforts – including web development.

EXPERIENCE / SKILLS REQUIRED (one of the following ESSENTIAL)

- Relevant experience of fundraising and administration work
- Marketing and networking skills

TIME COMMITMENT

- One 2 hour local support meeting for those volunteers who have indicated they wish to contribute to the Administration role with the charity
- Attendance at the charity's local support meetings for service users is NOT always compulsory for those volunteers in this category who have indicated a fundraising /research or marketing role as their preferred involvement

SUPERVISION

You will be supervised by the charity's Regional Volunteer Co-ordinator and in a line capacity by the Senior Volunteer of the charity responsible for the region in which you are volunteering.

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