

VOLUNTEER



COMMUNITY ACTION
Bradford & District

ROLE GUIDE

MARKETING AND COMMUNICATION

ROLE DETAILS

- Title: Marketing and Communication Volunteer
- Location: Keighley, Bingley or Bradford
- Time Commitment: Min 4 hours a month
- Expenses reimbursed

MAIN DUTIES

- Assisting with content creation
- Copy writing
- Website development
- Assisting at events
- Newsletter curation
- Social media scheduling

PURPOSE

- Raise awareness of Community Action, publicise our charity and services to the sector.

QUALITIES NEEDED

- Creative
- Ability to communicate
- Some knowledge of IT systems
- Detail Oriented
- Adaptable

BENEFITS TO YOU

- Increased knowledge in marketing/information
- Enhanced skills and experience
- Become part of a team
- Gain confidence
- Improve your CV
- Practice degree theory

SUPPORT PROVIDED

- Supervision by Info, Comms & Marketing Manager
- Full training and induction
- Guidance and ongoing support

FOR MORE DETAILS OR TO APPLY CONTACT EMMA TAYLOR AT
EMMA@CABAD.ORG.UK OR RING 07701 298741