



## VOLUNTEER ROLE DESCRIPTION

<b>Position Title:</b>	Marketing & Community Outreach Volunteer
<b>Purpose:</b>	Representing Age Concern Gosport at meetings and events and promoting and raising awareness for Age Concern's services throughout the community.
<b>Responsible to:</b>	Age Concern Co-ordinator
<b>Support given by:</b>	Age Concern Co-ordinator
<b>Location:</b>	Age Concern Office, Martin Snape House, 96 Pavilion Way, Gosport
<b>Review:</b>	Following an introductory period of six weeks, a review will take place with the Co-ordinator to ensure both parties are satisfied with the arrangements.
<b>Expected Hours:</b>	2 - 4 hours per week
<b>Expenses:</b>	Reasonable out of pocket expenses will be reimbursed. Mileage within an 18 mile round trip.

### Main Tasks:

- Engage with local organisations to promote the services of Age Concern Gosport
- Attend local events and meetings, representing Age Concern Gosport
- Draft articles for local press, to be approved by the Co-ordinator
- Take photographs at relevant events to use in reports and press articles and for evidence gathering
- Organise and coordinate news articles to local press, free magazines and media
- Maintain records and examples of press and media coverage, to monitor and report on impact in terms of raising awareness
- Arrange and deliver posters and leaflets in a timely fashion throughout Gosport
- Create and maintain an online profile for Age Concern Gosport including a simple website, Google Plus, online directories, social media
- Participate in training sessions and meetings as necessary

**Training:** Training will be provided as required.

**Skills and attributes needed:**

- A passion for helping people to improve their quality of life
- An open-minded, non-judgemental approach to all
- Strong interpersonal, written, and oral communication skills
- Ability to effectively prepare and present information to various groups
- Experience with the use of social media and confidence with using the internet
- Competent with the use of MS office software
- Willingness to work in according with the guidelines and standards and to take a flexible approach to work requirements
- To carry out tasks in according to Age Concern policies and standards, in particular on confidentiality, anti-discriminatory policies and health and safety

**Benefits:**

- Satisfaction – helping people to make a real difference to their lives
- Teamwork – Being part of a team
- Purpose – Putting your skillset to a good use
- Communication – developing written and verbal communication skills
- Office skills – experience with administration and an office environment