



## Marketing Assistant

Location of Position/Department: Home / Events

Responsible To: Jasmine Rigby, Project Co-Ordinator

Time Commitment: Ad hoc

Number of Placements Available: 1

### Purpose/Summary of Role

Work alongside Communications Officer to market the project to seek new families, promote activities, maintain social media pages.

### Description of Tasks

- Assist with social media pages
- Be willing to participate in being filmed giving feedback of events
- Promote project and events
- Photograph at events
- Assist with developing the app and website.

### Training and Support

Work Buddy: Jasmine Rigby

- Induction to the Organisation
- Full training on all aspects of the role
- Regular Updates from Employment Academy Mentor
- Personal Development Plan
- Participation in the Volunteer Rewards Programme



## Reimbursement of Expenses

Out of pocket expenses will be reimbursed;

- Mileage costs @ 40p per mile from home to place of volunteering
- Public transport costs reimbursed on receipt of valid ticket
- Lunch (conditions apply)
- Child care (conditions apply)

## How to Apply

- Email [jasmine.rigby@creatingenterprise.org.uk](mailto:jasmine.rigby@creatingenterprise.org.uk) or Telephone: 01745 3355684
- Express an interest in which role you are interested in
- Speak to Jasmine Rigby

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**Line Managers' Signature:**

**Date:**

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