

For office use only: **VCE005**

Reviewed by: **KG**

Date: **12/20**

Marketing Assistant (Creating Futures)

Location of Position/Department: Mochdre/Working From Home
Creating Enterprise

Responsible To: Kath Griffiths

Time Commitment: ½ day per week

Number of Placements Available: 1

Purpose/Summary of Role:

To assist the Marketing Officer in promoting the activities of the Creating Futures team.

Description of tasks:

- Writing copy for social media posts
- Designing social media posts using Canva
- Creating signature tunes for different projects

Training & Support:

Work Buddy: Kath Griffiths

- Induction to the organisation
- Full training on all aspects of the role
- Personal Development Plan
- Participation in the Volunteer Rewards Programme

Reimbursement of Expenses:

Out of pocket expenses will be reimbursed as follows:

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

How to Apply:

- Email richard.chance@creatingenterprise.org.uk or telephone 01492 588 980
- Express an interest in which role you are interested in

Line Manager's Signature:

Date: