For office use only: **VCE005**

Reviewed by: **KG**

Date: **06/21**

**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
* Other duties may be required

**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: tish.calveley@creatingenterprise.org.uk or telephone 01492 588 980
* Express an interest in which role you are interested in

**Line Manager’s Signature: Date:**