

JOB DESCRIPTION

Job Title: Marketing and Administration Assistant

Accountable to: The Manager at Volunteer Action.

Job Purpose

To cover volunteer and staff hours to ensure the bookings and allocating work is up-to-date and that the Drives and Befriending databases are accurate. To provide marketing and communication materials. To work closely with the Manager, Car Scheme Manager and Trustees as needed.

Tasks and Responsibilities

Community Car Scheme

Responsible to the Car Scheme Manager

- Take bookings and sign up new members
- Allocate drives
- Help maintain the accuracy and integrity of the Drives database
- Organise volunteer recognition events
- Assist as needed

Befriending Service

Responsible to the Manager

- Take calls from members and volunteers when the Befriending coordinator is not in
- Help maintain the accuracy and integrity of the OBS database
- Organise volunteer recognition events
- Assist as needed

Marketing, Communication and Fundraising

Be responsible for

- Design, stocking and distribution of our own leaflets and brochures
- New car scheme member packs including an up-to-date list of clubs and societies
- Keep the office supplied with leaflets, stationery etc.
- Ensure the website is kept up to date.
- Use Facebook and other agreed social media sites to regularly promote VA
- On-going support for The Friends scheme

Responsible to the Car Scheme Manager

- Develop recruitment advertising materials

Responsible to the Manager

- Produce and distribute the annual newsletter
- Attend or arrange events to promote the volunteering programme in the local communities
- Help develop links with other organisations who work with our client group
- Develop and implement a marketing plan
- Reporting to funders as required
- Work with the trustees to relaunch The Friends scheme
- Support the trustees in other fundraising initiatives

Other

- Remain up-to-date with best practice
- Undertake training as needed
- Contribute to safeguarding policies and implementation
- Take an active part in all VA office activities as required to ensure a fully operational service, including contributing to events and new services as appropriate.
- To undertake any other tasks and duties that may reasonably be required in relation to the service