



Volunteer Role Profile

- ORGANISATION:** *Land of Oak & Iron, Groundwork NE & Cumbria*
- JOB TITLE:** *Volunteer Photographer / Videographer*
- REPORTS TO:** *Kath Marshall-Ivens, Community Engagement Officer*
- WORKING HOURS:** *Adhoc, occasional*
- LOCATION:** *Various*
- SALARY:** *Unpaid (travel expenses may be available)*

ROLE SUMMARY

To provide support to the Land of Oak & Iron staff team and partner organisations in building up a library of high quality photographic images and video footage of Land of Oak & Iron activities and sites. The role may include some or all of the key tasks listed below, to be agreed with the individual.

KEY TASKS

- *To help identify suitable activities, events and sites to be recorded*
- *To attend events and activities to take photos / record video*
- *To select best images / sections of film and upload them to Dropbox*

Additional responsibilities

- Comply with the Trusts' Health and Safety policy in all employment practices.
- Comply with the Equal Opportunities Policy and Procedure in all employment practices.
- Comply with the Trusts' Performance Management Policy.
- Maintain the integrity of the Groundwork NE & Cumbria brand in all internal and external communications
- Maintain a proactive approach to your role and responsibilities along with a commitment to contribute and maintain the positive working ethos within the Trust.
- Maintain working knowledge of the policies and regulations governing the Trust.
- Assure attendance at staff meetings as requested.
- Undertake any training and development deemed necessary for the pursuance of the role.
- Work in a way that contributes to the continuous improvement of the Trusts' services and embraces the organisations quality initiatives.
- Any other duties commensurate with the level of the role.

These are responsibilities which we expect all of our volunteers to undertake.

CONTACT DETAILS

Kath Marshall-Ivens, Community Engagement Officer, Land of Oak & Iron, Groundwork NE & Cumbria
01207 524883 / kath.marshall-ivens@groundwork.org.uk