



## Volunteer Role Profile

<b>ORGANISATION:</b>	<i>Land of Oak &amp; Iron, Groundwork NE &amp; Cumbria</i>
<b>JOB TITLE:</b>	<i>Marketing &amp; Promotions Volunteer</i>
<b>REPORTS TO:</b>	<i>Kath Marshall-Ivens, Community Engagement Officer</i>
<b>WORKING HOURS:</b>	<i>½ - 1 day / week, every week</i>
<b>LOCATION:</b>	<i>Land of Oak &amp; Iron office, Annfield Plain</i>
<b>SALARY:</b>	<i>Unpaid</i>

### ROLE SUMMARY

*To provide support to the Land of Oak & Iron Community Engagement Officer in promoting all Land of Oak & Iron events and activities, with a focus on online and digital portals. The role may include some or all of the key tasks listed below, to be agreed with the individual.*

### KEY TASKS

- *To upload event and activity information to tourism, community and other partners websites.*
- *To assist in identifying suitable online locations to promote events and activities.*
- *To assist in identifying online portals for promoting volunteer opportunities and upload the information to these.*
- *To assist in identifying online and printed publications to promote events, activities and Land of Oak & Iron generally and managing a calendar of deadlines for these.*

### 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  
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