

# Volunteer Role Description

## Marketing, Communications and Fundraising Volunteer

Role	This role aims to support the Fundraising and Communications team at Restore with activities such as creating social media content, writing funding bids and organising fundraising events from raffles and auctions to summer festivals. Volunteers will be office based at our Manzil Way site in Oxford.
Main Duties	<p>Typical volunteer tasks might include</p> <ul style="list-style-type: none"> <li>● Helping with the promotion of Restore events and services</li> <li>● Helping with the organisation of fundraising events</li> <li>● Helping with writing bids for funding</li> <li>● Helping to create high quality social media content</li> <li>● Writing emails to organisations to ask for support e.g. donations of raffle prizes</li> </ul>
Person Specification	<p>We are looking for volunteers that are:</p> <ul style="list-style-type: none"> <li>● 18 or older</li> <li>● Friendly and positive, with a positive attitude towards Restore's work</li> <li>● A team player, who is reliable and flexible with the role</li> <li>● Good IT skills (knowledge of Google suite G drive would be a bonus).</li> <li>● Good communication skills, both verbal and written</li> <li>● Able to use initiative e.g. solving problems or suggesting new ideas</li> <li>● Creativity would be an advantage e.g. able to design posters or social media ads.</li> </ul>
Commitment	<p>We hope volunteers will be able to commit to at least 2 days a month. Volunteer shift times: 9.30am to 4.00pm with some flexibility e.g. mornings or afternoons only</p> <p>We would hope you would be able to volunteer with Restore for at least 6 months.</p>
Support & Training	<p>Volunteers will receive a great training/induction package, which includes an Introduction to Restore, a Mental Health First Aid course, access to any other training offered to volunteers from Restore.</p> <p>Volunteers benefit from supervision sessions with their staff contact, however support is available for volunteers from any member of staff.</p> <p>All volunteers accepted onto this role will be required to complete an Enhanced Disclosure check.</p> <p>All volunteers are provided with a positive atmosphere and there will be opportunities for growth and additional responsibilities.</p>
Location	Manzil Way, Oxford
Reports to	Lynette Arnott, Head of Fundraising and Communications.