



Volunteer Role Description

Role Title:	Marketing Volunteer
Role Purpose:	<p>The purpose of this role is to assist PSVT's marketing and communications activity. This is an exciting opportunity for someone with a creative streak to get involved in a range of tasks, from helping to create social media posts and writing articles for the Port Sunlight Gazette to assisting with distributing promotional materials and compiling e-newsletters. Ultimately, this role will help PSVT to tell residents, visitors and other stakeholders about all of the great things happening in this special village.</p>
Role description:	<p><i>Please note the following is a full list of tasks the volunteer could be involved in depending on interest and ability – it is not an exhaustive list and there is no requirement to do all of them, though a willingness to be involved in all or most is desirable.</i></p> <p>Assisting the Marketing and Communications Manager, you could:</p> <ul style="list-style-type: none"> • Help create content for PSVT's social media channels and website • Help keep village noticeboards and poster sites updated • Help write and compile content for PSVT's e-newsletters using Mailchimp (training given) • Assist in promoting PSVT events through social media groups and third-party events listing websites • Assist in writing and editing content for the quarterly Port Sunlight Gazette including interviewing key people • Taking photographs for a range of purposes and channels, from social media to the Gazette • Assist in writing press releases • Creating and updating databases (mailing lists, press contacts)

	<ul style="list-style-type: none"> • Carry out duties in a manner that always reflects PSVT's values • Be a valued member of a friendly, proactive and committed team of staff and volunteers, particularly within the Heritage and Commercial directorates
Role reports to:	Brian Pilkington, Marketing and Communications Manager
Where:	PSVT offices at 95 Greendale Road, Port Sunlight CH62 4XE or home-based depending on tasks – this can be discussed at interview
When:	This role can be flexible to suit the volunteer's other commitments.
Duration:	This role has an initial duration of 3 months, with the potential to extend.
Requirements:	<ul style="list-style-type: none"> • An interest in Port Sunlight • Good knowledge and familiarity with social media platforms • Good understanding and experience of using a computer and programmes such as Microsoft Word • Sensitivity and high ethical standards when potentially dealing with personal information and people's data, including copyright materials • Good writing skills and grasp of English language, grammar and punctuation • Able to accept constructive comments and take feedback on board • Punctual, reliable and committed. • Proactive with a positive and enthusiastic outlook and attitude.
Commitment to you:	<ul style="list-style-type: none"> • A full induction and training programme will be provided to ensure you are fully supported and equipped to carry out the role. • Reasonable travel expenses – such as parking fees and train fare – can be recovered by our volunteers. This will be a maximum of £15 per day.
What's in it for you:	<p>You will:</p> <ul style="list-style-type: none"> • Help us to shout about Port Sunlight and make a positive impact • Stretch your creative muscles through photography, writing, and more • Gain potentially valuable experience in marketing and communications • Develop your digital proficiency skills • Meet new people • Attend events and other activities in the village to help with promotion

Why we want you:	The knowledge, skills, commitment and enthusiasm of this role will help to achieve one of PSVT's key charitable purposes, to promote Port Sunlight's heritage to a wide audience. The time and dedication you will give to carry out research and write content will be of huge value.
Notes:	This role is initially fixed for 3 months with the potential to extend
For more information contact:	volunteering@portsunlightvillage.com