

CAISTOR ARTS AND HERITAGE CENTRE

Role Description: Admin and Marketing Volunteer

CAHC exists to enrich the community of Caistor and surrounding area with experiences of heritage, art, culture and knowledge in a welcoming and encouraging environment. The operation and development of the Centre, the Charity and its activities, events and hospitality rely considerably on the support of volunteers at all levels.

- Volunteers are an integral part of CAHC and enable enhanced access for the community by opening 7 days a week.
- The service you offer will ensure all visitors have a successful and enjoyable visit to the Centre as a whole.

What you would achieve:

- Provide administration support to the Centre operation
- Assist the Centre Manager with delegated administration tasks
- Provide support for events and activities held at the Centre

What the role involves:

- To deal with general enquiries by phone and in person
- To take messages for staff and volunteers
- To create marketing materials for events held at the centre to include leaflets and posters
- To post events onto the centre's social media channels
- To distribute posters locally to promote events
- To support the general marketing of events by creating a monthly events listing for local press and events websites, uploading events where possible
- To support fundraising for the centre by supporting second hand book sales activity, to include sorting, pricing and displaying of books, organising weekend book sales
- To deal with incoming post and action as appropriate
- To carry out photocopying and printing
- To check and change floats daily and reimburse the change floats
- To assist with general filing and archiving
- General duties as required

Skills, experience and qualities preferred:

- Excellent computer skills
- High standard of work
- Good organisational skills
- Confidence and initiative, willingness and commitment
- Welcoming and friendly manner

Support offered:

- Induction and supervision by the Centre Manager/Volunteer Coordinator
- Training opportunities and regular review of role
- Volunteer handbook and volunteer/staff meetings
- Procedures available for working safely, resolving difficulties, contributing to the development of the Centre, reimbursement of agreed expenses.

Contact: Centre Manager/Volunteer Coordinator 01472 851605

Or email: caistorartsandheritage@gmail.com