

Volunteer Role Profile

Role title	Marketing Assistant
Purpose of the role	To raise the profile of NOAH throughout Bedfordshire, Hertfordshire and Buckinghamshire. To attract financial and volunteer support.
What you will be doing	<ul style="list-style-type: none"> • Creating copy and image content for social media and publications • Liaising with agencies and service providers • Assisting with event organisation
Skills, experience and qualities needed	<p>You will have good communication skills, a high standard of written English, and have a polite and courteous telephone manner. You will be competent with Microsoft Office software, and any of the following would be great to have:</p> <ul style="list-style-type: none"> • Knowledge of marketing • Experience of Adobe packages (Express, Creative Suite) • Experience of WordPress • Experience of various social media platforms (Facebook, Instagram, Twitter, LinkedIn)
When and where	<p>The team is based at Community House in Luton town centre (some working from home may be considered). Volunteers are flexible with time, however it would be desirable for Marketing Assistants to commit to six to eight hours per week.</p>
Support offered	<ul style="list-style-type: none"> • You will be assigned a named staff member as a direct contact for any questions or queries you may have • Training will be offered in charity marketing • All travel and incidental expenses will be covered (as agreed in advance)
What you could get out of it	<ul style="list-style-type: none"> • Experience of working with a charity • Meeting new people • Additional skills experience in marketing and social media • The satisfaction of knowing you have helped support someone that is either homeless or at risk of being homeless by raising the profile of NOAH
Other relevant information	
What to do if you're interested	Fill out a volunteer application form on our website or email volunteers@noahenterprise.org and we will send you a form

Roles may be flexible – please contact us if you have any questions