

Role title	Marketing Assistant
Purpose of the role	To support the promotion of NOAH across Bedfordshire, Hertfordshire, and Buckinghamshire by helping to raise awareness of its work and attract financial and volunteer support. The role contributes to NOAH's charitable objectives by supporting ethical, accurate, and inclusive communications
What you will be doing	<ul style="list-style-type: none"> • Assisting with the creation of written and visual content for social media, websites, and other publications • Supporting the maintenance and updating of digital platforms, under staff guidance • Liaising with external agencies, suppliers, or partners as directed by staff • Assisting with the organisation and promotion of events and campaigns • Ensuring all work reflects NOAH's values and follows agreed brand, data protection, and safeguarding guidelines • Raising any concerns or issues promptly with the named staff contact
Skills, experience and qualities needed	<ul style="list-style-type: none"> • Good communication and interpersonal skills • A high standard of written English • A polite and professional telephone and online manner • Basic IT skills, including confidence using Microsoft Office or similar software • An interest in marketing, communications, or digital media <p>The following are desirable but not essential, as training and support will be provided:</p> <ul style="list-style-type: none"> • Knowledge or experience of marketing or communications • Experience using Adobe packages (e.g. Express or Creative Suite) • Experience using WordPress or similar content management systems • Familiarity with social media platforms such as Facebook, Instagram, X (formerly Twitter), and LinkedIn
When and where	<ul style="list-style-type: none"> • The team is based at Noah High Town (1st Floor), Luton. • Some remote or home-based volunteering may be considered, subject to role requirements and appropriate supervision • Volunteering times are flexible and agreed in advance <p>While six to eight hours per week may be desirable for continuity, there is no requirement to commit to a set number of hours, and arrangements can be reviewed by either party.</p>

Support offered	<ul style="list-style-type: none"> • A named staff member as the main point of contact for supervision and guidance • An induction covering NOAH's values, policies, and procedures • Training in charity marketing, communications, and relevant digital tools • Ongoing support, feedback, and opportunities to develop skills • Reasonable out-of-pocket expenses may be reimbursed in accordance with organisational policy.
What you could get out of it	<ul style="list-style-type: none"> • Experience of volunteering within a charity marketing environment • Opportunities to develop skills in marketing, communications, and social media • Experience working as part of a supportive team • The satisfaction of contributing to work that supports people who are homeless or at risk of homelessness
Other relevant information	<ul style="list-style-type: none"> • Safeguarding and DBS Where legally eligible, this role may require a DBS check. Volunteers must follow safeguarding policies and procedures. • Data Protection and Confidentiality Volunteers must comply with UK GDPR and organisational confidentiality requirements. • Health and Safety Volunteers must follow health and safety procedures and take reasonable care for their own safety and others. • Volunteer Status This volunteering role is undertaken on a voluntary basis and does not create an employment or worker relationship.
What to do if you're interested	<p>Fill out a volunteer application form on our website or email volunteers@noahenterprise.org and we will send you a form</p>

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