****

**Volunteer Needed**

**Marketing Assistant Volunteer**

**Who are We:** Treloar’s is a charity that provides outstanding education, care and therapy for 180 children and young people, aged 4 to 25 years. Our students are physically disabled many with complex clinical needs. We aim to break down barriers for physically disabled young people, so they can live more independent fulfilling lives.

**About the Role :** An exciting opportunity has become available for a Volunteer Marketing Assistant to support the Marketing team to produce engaging copy about the charity, particularly helping with the Treloar’s website, newsletters and implementing the new brand. Basic design skills using InDesign would be helpful but not essential. The post holder will have clear guidance and instruction and ideally has copywriting or marketing experience; however, jobs can be tailored to suit experience level.

**We are looking for someone who** enjoys working collaboratively, has creative flair and the ability to promote a cause, or tell a story with conviction and passion. You will enjoy copy writing and feel confident adapting style and content to suit different audiences.

**Hours:** Ideally 4 hours once or twice a week but it could be more or less depending on your availability.

**Key responsibilities:**

To work with the Marketing and Communications Manager and Digital Communications Officer to achieve the following:

|  |  |
| --- | --- |
| **Marketing** | * Working with others to create engaging and consistent copy for the new Treloar’s website and inputting/updating the current website copy.
* Regularly reviewing the website to keep copy fresh and up to date.
* Working with students and staff to write-up information, case studies and stories about student-led activities.
* Writing articles for staff, parent and fundraising newsletters – either interviewing/collating information or updating copy that has been provided to provide consistent messaging/tone.
* Create student-led content that could be used to report back to donors/funders.
 |

For more information, please contact Karen.Calder@treloar.org.uk. An application pack can be obtained by visiting www.treloar.org.uk emailing hr@treloar.org.uk or calling 01420 547400 ext. 3411.