**Volunteer Role Description**

**Marketing Assistant**

**What is a Volunteer Marketing Assistant?**

Volunteer Marketing Assistants provide support in all areas of marketing and communications in order to raise the profile of Severndroog Castle and promote its public events. With tasks ranging from market research to creating social media content, you will support us in raising awareness of all that the castle has to offer within the local community and beyond.

**What’s involved?**

* Promoting events held at Severndroog Castle
* Creating and editing social media content
* Carrying out market research
* Promoting our offer to Schools and community groups
* Creating a content archive
* Compiling and updating databases using Microsoft Excel

**What’s in it for me?**

* Develop Marketing skills
* Opportunity to play a valuable role in engaging the community with local culture and heritage
* Develop your communication skills
* Become part of a friendly and dedicated team
* Enjoy new experiences

**What skills and qualities do I need?**

* An active interest in the cultural sector and in marketing and communications
* Good written and verbal communication skills
* Training will be given for the role, but some experience using Microsoft Office and telephone skills is desirable
* Ability to maintain accurate and effective records
* Ability to work well as part of a team, but also on your own initiative
* Good organisational skills and the ability to prioritise and plan agreed activities
* Willingness to learn new skills and undertake training if required
* Enthusiasm and a ‘hands on’ approach

**What else do I need to know?**

**Location:** Severndroog Castle is located in Castle Wood, Shooters Hill, London, SE18 3RT

**Days required:** Our office working days are Thursdays to Sundays

**Time commitment:** Times and days are to be agreed with the Heritage Manager. You will be needed for a minimum of 3 months to open-ended support. Volunteering can be undertaken at times to suit the volunteer, provided volunteers meet agreed timeframes.

**Reports to:** Heritage Manager

**Training:** Training will include induction, shadowing and on the job training

**How to apply:** Fill in our online application form or email volunteer@severndroogcastle.org.uk for more information

**Note:** The castle has 86 spiral steps