**Volunteer Role: Administrator**

**Role Purpose:** To provide support to our Marketing and PR Officer, and assist with a variety of marketing tasks.

**Volunteer Location:** Workington

**Essential Tasks & Responsibilities:**

* Create posters (from a template) using Microsoft Word, and convert to the relevant format (JPEG & PDF)
* To liaise with staff and volunteers via email to take poster requests and send posters
* Print posters, and create resource packs for events.
* Cutting/laminating marketing material
* Use Photoshop to edit images (guidance will be given)

**Potential Tasks & Responsibilities:**

For anyone is confident with online platforms, editing software, photography and/or word craft, other tasks may include:

* Update the Age UK West Cumbria website
* Help create leaflets and other marketing material
* Help create adverts and editorials for local press
* Help create posts for Age UK West Cumbria’s social media platforms
* Help write articles for the Age UK West Cumbria website
* Help to set up and manage an Age UK West Cumbria Instagram account
* Take photographs for our website, social media and local press

**Skills & Experience:**

* Good knowledge of IT
* Knowledge of social media
* Creative and an eye for design
* Good communication skills
* To be able to work as part of a team
* Be proactive and be able to recognise own limits and boundaries in the role
* Able to keep calm under pressure
* To be proficient in the use of Microsoft Office

**Time Commitment:** One day a week, minimum.

**Supported by:** Marketing and PR Officer

**Age UK West Cumbria Commitment**

All Age UK West Cumbria volunteers are offered a full induction prior to commencing any duties. Volunteers also have access to training, informal supervision, briefings and opportunities to participate in social events.

Age UK West Cumbria will provide specific training on Safeguarding, Professional Boundaries and anything relevant to the role.

All agreed out of pocket expenses such a travel costs will be met by Age UK West Cumbria, on production of a receipt.

We offer:

* Full support and training
* Work experience
* Opportunity to develop new skills and interests
* Chance to meet new people
* An opportunity to contribute to and be part of an established organisation, specialising in the knowledge and understanding of the older people of West Cumbria.

If you are interested in this volunteering opportunity or would like to find out about other opportunities within Age UK West Cumbria, please contact the volunteer co-ordinator on:

**Website:** [**www.ageukwestcumbria.org.uk**](http://www.ageukwestcumbria.org.uk)

**Email: info@ageukwestcumbria.org.uk**