



## Marketing Volunteer Role Description

<b>Role title</b>	Marketing Volunteer
<b>Location</b>	Serennu Children's Centre and the wider Gwent area
<b>Time Commitment</b>	Flexible on a case by case basis
<b>The role description</b>	To support the Sparkle Fundraising and Marketing team with a range of fundraising duties
<b>Things you can get involved with</b>	<ol style="list-style-type: none"> <li>1. Helping to raise vital funds for Sparkle by using your local knowledge to engage further support for our cause</li> <li>2. Planning and holding fundraising events which engage your local community e.g. coffee mornings</li> <li>3. Actively networking through personal connections or local opportunities</li> <li>4. Attending the 4 annual Sparkle fun days</li> <li>5. Holding bucket collections and bag packing events</li> <li>6. Attending community group meetings and events to enlist support from local groups</li> <li>7. Supporting the placement and administration of collection tins</li> <li>8. Distributing event posters and recruiting event participants</li> </ol>
<b>Skills, experiences and qualities required</b>	<ol style="list-style-type: none"> <li>1. Good communication skills</li> <li>2. Creative, reliable and enthusiastic</li> <li>3. Ideally, previous experience of networking or fundraising</li> <li>4. Knowledge of Newport and wider South Gwent area</li> <li>5. Friendly, reliable, approachable and a confident team player</li> </ol>
<b>Support offered</b>	<ol style="list-style-type: none"> <li>1. Training and induction to the role</li> <li>2. Individual support meetings with Supervisor (Fundraising Manager)</li> <li>3. On-going informal support from the Volunteer Manager, other staff and volunteers</li> <li>4. Training &amp; ongoing continuing development opportunities</li> <li>5. Reimbursement of out of pocket expenses</li> </ol>
<b>What you could get out of it</b>	<ol style="list-style-type: none"> <li>1. Learn new skills</li> <li>2. Gain experience for related roles</li> <li>3. Develop awareness and understanding around disabilities and developmental difficulties, particularly in children</li> <li>4. Be part of a diverse team of volunteers</li> <li>5. Opportunities for further training, and expanding knowledge</li> <li>6. The satisfaction of knowing you will be making an important difference to the lives of children and young people</li> <li>7. Opportunities to get involved in other Sparkle services</li> </ol>
<b>Other relevant information</b>	This post may require an enhanced disclosure and barring check and children barred list check dependent on the time commitment you are able to give.

<b>What to do if you are interested</b>	<b>Further information &amp; questions:</b> If you would like more information about Sparkle and the role please email <a href="mailto:recruitment@sparkleappeal.org">recruitment@sparkleappeal.org</a> . Or alternatively you can call 01633 748092
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