

## Volunteer Role Description

### Communications / Marketing

<b>Organisation Name</b>	<b>Forres Area Community Trust (FACT)</b>
<b>Organisation Overview</b>	FACT is a charitable company and a local community development trust that operates in and around Forres covering Forres, Kinloss, Findhorn, Brodie, Dallas, Dyke, Logie and Alves. The organisation works to develop the area to make it a better place to live, work and visit.
<b>Project</b>	This role is not for a specific project, but will support the work of FACT as a whole.
<b>Role Title</b>	Communications and Marketing
<b>Location of Position</b>	FACT Office, Forres Town Hall, High Street, Forres, IV36 1PB
<b>Report To</b>	Volunteer Coordinator
<b>Purpose of Role</b>	To assist FACT Staff by providing support with Communications and Marketing. This role will help develop and create FACT Brochures, Newsletters and Posters plus Social Media posts.
<b>Description of Tasks - these could include:</b>	<ul style="list-style-type: none"> <li>● Designing posters and brochures etc. using Canva using the FACT corporate style - full Training will be given if needed</li> <li>● Liaising with FACT Staff and Project Coordinators</li> <li>● Creating regular Newsletters and / or Diary Dates publications that are emailed out to FACT Members, FACT Volunteers, Forres Town Hall User Groups, etc.</li> <li>● Proof-reading documents, posters etc. before they are added to the public domain</li> <li>● Other Administration tasks as agreed with FACT Staff eg. updating Mailchimp databases</li> </ul>
<b>Time Commitment</b>	This role will be part of a team of Volunteers that support the FACT Staff with the development of Communications and Marketing for FACT. Volunteers may choose when to work alongside FACT Staff to design and create brochures, newsletters and posters, depending on mutual availability.
<b>Qualities</b>	<ul style="list-style-type: none"> <li>● Ability to work as part of a team and independently</li> <li>● Being able to communicate clearly, both verbally and in written notes</li> <li>● Ability to develop an understanding of FACT Activities and the best way to communicate this information to participants via printed brochures and social media posts in an eye-catching way while also following the corporate brand</li> <li>● Attention to detail and the ability to proof-read accurately</li> <li>● Good time management to enable publishing priorities can be met</li> <li>● Adherence to GDPR when dealing with personal information for Marketing purposes</li> </ul>
<b>Training and Support</b>	General induction and training will be provided as well as continuous support as required. Regular reviews and support meetings will take place with the Volunteer Coordinator. FACT will support attendance at training sessions where a need has been identified.
<b>Reimbursement of Expenses</b>	Appropriate and agreed expenses are available for reimbursement as Volunteers are covered for out of pocket expenses as detailed in the Volunteer Policy.
<b>Benefits to Volunteer</b>	This role would suit anyone with knowledge and interest in Communication / Marketing Tasks. Volunteers will benefit from increased confidence and the satisfaction of helping others.
<b>Application Procedure</b>	Initial contact will be with the Volunteer Coordinator. This will be followed with the completion of an Application Form and an informal interview. FACT will then ask for two references and then Volunteers will undertake a Trial Period.
<b>Contact Information</b>	Email the Volunteer Coordinator: <a href="mailto:info@forresarea.org">info@forresarea.org</a> or telephone: 01309 674388