

Friends of Tower Hamlets Cemetery Park

(a charitable company limited by guarantee)

Volunteer Role

Title:	Administration and Marketing Volunteer – ‘Nature and Us’	Reporting to:	Community Development Coordinator
Salary range:	Voluntary; unpaid	Hours:	1 day or 2 half days per week (~ 7 hours per week)
Commitment we would like:	Part-time; approx 7 months To start mid-March 2019		

The ‘Nature and Us’ Community Cohesion Project

The Friends of Tower Hamlets Cemetery Park are delivering ‘Nature and Us’, a community cohesion project funded by Tower Hamlets Council, in two focus areas: (1) Aldgate East, Whitechapel, Wapping and Shadwell; and (2) Mile End and Stepney. ‘Nature and Us’ aims to bring the local community together through nature; creating green spaces for people to enjoy, developing people’s skill in local nature and delivering fun nature-based activities.

The Volunteer Role

The role will suit a person who can volunteer 1 day, or 2 half days, per week (roughly 7 hours per week), during Monday to Friday. The volunteer will work in the Friends of Tower Hamlets Cemetery Park (FoTHCP) office and out in the Borough when required, for a period of approximately 7 months. Once confident in the role, there may be scope to undertake elements of the role from home.

FoTHCP is the co-winner of the Observer Ethical Wildlife Award and the Octavia Hill Award, has featured in BBC programmes and has a very high reputation both locally and nationally. It is also going through an exciting period of change and growth as it broadens its activities, such as community development. You can read about the Cemetery Park and the ‘Nature and Us’ project at www.fothcp.org, and find out about its major themes in nature and wildlife, heritage, community, volunteering and learning. You would be helping a very busy, friendly and vibrant team.

The purpose of this role is to provide administrative and marketing assistance to the Community Development Coordinator, by maintaining participation data and developing marketing for the project, its events and courses. If required, there will also be opportunity for you to help run ‘Nature and Us’ events in the Tower Hamlets Borough.

Roles and Responsibilities

This volunteer role is a supporting role to the Community Development Coordinator. Duties include:

- Post agreed marketing to Facebook, Twitter and Instagram
- Uploading events and courses to marketing websites and the FoTHCP website
- Co-creating and co-writing content for the ‘Nature and Us’ e-newsletter
- Co-designing, printing and sending out poster advertisement
- Helping build email lists

- Maintaining participation data
- Helping to run events and courses in Tower Hamlets (event set up/set down, taking photos, welcoming and signing people into events, helping collect project feedback)

If you bring existing administration and marketing skills and experience to this volunteer role, or you can demonstrate that you are dealing with the work well, we will welcome discussion about you taking on more challenges.

Person Specification

We seek someone:

- With experience in office administration/marketing OR a graduate or student in administration/marketing wishing to practice and extend their experience
- Who is a self-starter
- Who likes being part of a busy team but also feels confident to sometimes work with minimal supervision
- Inquisitive, who enjoys taking ownership, and enjoys challenges and getting things done
- Confident with Word, Publisher, Excel, website platforms and social media platforms i.e. Instagram
- Cheerful, friendly and professional
- Confident and willing to converse with a diverse range of people (ages, genders, ethnicities, as well as cultural and socio-economic backgrounds)

Benefits

- Experience of working within an environmental charity
- Exposure and insight into: nature conservation, community work, education, heritage, corporate volunteering, events and charity management
- Reasonable travel expenses covered
- Free attendance to our events and training courses (when availability allows)

Further Information

Ideally you would be willing to volunteer for approximately 7 months, however shorter periods can be discussed. Your volunteering role will be subject to a Disclosure and Barring Service check.

Applications from residents of Tower Hamlets are prioritised.

Deadline for applications is **22nd February 2019**. Interviews will be held on **11th March 2019**.

Please send your CV alongside a one page covering letter to michelle.lindson@fothcp.org

If you have any questions, please don't hesitate to contact Michelle Lindson, Community Development Coordinator at michelle.lindson@fothcp.org or on 0208 9831277

We look forward to hearing from you!