

# RED BRICK BUILDING

COMMUNITY • ARTS • EDUCATION • ENTERPRISE

## Promotions Volunteer Role Description

**Volunteer role:** Promotions volunteer

**Purpose of role:**

To promote the work of the Red Brick Building and any events that are happening

**Main activities:**

- help identify local promotional opportunities for posters/fliers etc such as within shops, gyms and clubs
- act as an ambassador by promoting events and the Red Brick Building among your friends, family and colleagues
- distribute event materials such as posters and leaflets in your local area
- help the marketing team to coordinate and deliver marketing activity.
- Look for opportunities to get the Red Brick Building involved in national initiatives
- Showcase our tenants and opportunities available in the building.

**Commitment**

The role is flexible but we would like volunteers to give the equivalent of a day a month with the additional attendance at fundraising meetings and events as and when they are organised. We ask that volunteers only cancel or rearrange their attendance if absolutely necessary and with prior warning (i.e. sickness or interview).

**Training and Support**

- An initial induction will be given to all new volunteers
- Volunteers will also be offered the opportunity to attend other training and development events relevant to their role
- We will hold regular volunteer meetings to provide an opportunity to give feedback and contribute ideas, as well as meeting other volunteers

**What we are looking for**

Along with having great communication and interpersonal skills, we ask that you are:

- flexible and pro-active
- good knowledge of the local area
- able to take the initiative and think creatively
- Sound networking and interpersonal skills.
- enthusiastic about the Red Brick Building and our events
- willing to work as part of a team.

If you have specific skills and experience that you think might be useful—such as in photography, events marketing, or PR—please let us know when you apply.