

Communications & Development Volunteer

Purpose and overall objective of role:

To support the Communications & Development Manager in building the profile of Suffolk Artlink and fundraising from individuals and businesses.

Time commitment: 1 day per week

Main responsibilities:

- Helping to prepare for, and attending, events and exhibitions
- Marketing and fundraising desk research
- Supporting the delivery of social media strategy
- Producing fundraising reports
- Recording digital analytics
- Media monitoring and media contact data management

PERSON SPECIFICATION

We're looking for a friendly and proactive individual with an interest in communications, fundraising and/or creative arts. You might be seeking work experience in the arts or charity sector, or perhaps you're looking for an opportunity to give back to your community?

You'll have excellent organisational and time management skills as well as the ability to work as part of a small, busy team. A confident communicator, you'll bring a personable approach to supporting Suffolk Artlink in our work.

Experience of using MS Office or G Suite (Gmail etc) is desirable.

Whilst your primary base will be at The Cut, Halesworth, the ability to travel to other venues in Suffolk would, at times, be helpful.

Expenses

Travel expenses of up to £10/day can be reimbursed.

To apply

Apply in writing to Rachael Murray, Communications and Development Manager:

By email: rachael@suffolkartlink.org.uk

By post: Suffolk Artlink, Units 13 & 14, Malt Store Annex, The Cut, 8 New Cut, Halesworth, IP19 8BY

Please could you briefly explain why you'd like to be considered for the role, and detail your relevant experience and availability. Please also enclose an up-to-date CV and the contact details for one referee.