

**RALEIGH HEAD OFFICE  
VOLUNTEER JOB DESCRIPTION**

<b>Role Name</b>	<b>Marketing Co-ordinator</b>
<b>Role Purpose</b>	To assist Raleigh's Recruitment & Marketing team across a range of projects, principally around promoting Raleigh through its website and alumni network.
<b>Person Spec</b>	This role is primarily aimed at returning Volunteer Managers and Graduate venturers, ideally who have experience in a sales capacity or marketing capacity. However we will be pleased to discuss interest from all returning alumni.
<b>Duration</b>	3 months
<b>Hours</b>	25-35 hours per week Flexible if volunteer looking for work or involved with study or other personal development activity.
<b>Reporting To:</b>	Head of Sales & Marketing
<b>Remuneration</b>	Unremunerated however expenses paid, including commuting
<b>Responsibilities</b>	<p>Responsibilities may vary due to operational circumstances and time of year, but the following are indicative of the sorts of challenges we can offer:</p> <p><i>Assistance with recruitment of volunteer managers, particularly specialist positions such as medics, mountain leaders</i></p> <p><i>Recruitment of alumni for external presentations to schools, colleges, universities</i></p> <p><i>Preparation, organisation and delivery of presentations about Raleigh, to schools, colleges, universities</i></p> <p><i>Telemarketing activity to follow up on online enquiries and other enquiries from prospective venturers and volunteer managers generated through events and school talks</i></p> <p><i>Helping to recruit alumni and organise UK residential programmes, including logistics, venues, travel plans for participants.</i></p> <p><i>Providing backup and assistance to Raleigh's Web Officer in keeping the Raleigh website and third party websites up to date.</i></p>
<b>Other</b>	Raleigh will provide an appropriate reference at end of assignment.