

**RALEIGH HEAD OFFICE  
VOLUNTEER JOB DESCRIPTION**

<b>Role Name</b>	<b>Head Office – PR &amp; Office Administrator</b>
<b>Role Purpose</b>	To assist Raleigh's Senior Management Team and Office Manager to ensure the smooth running of various Head Office activities which are necessary pre-requisites for delivery of Raleigh overseas expeditions.
<b>Person Spec</b>	We will be pleased to discuss interest from all returning participants
<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>	Office Manager / Director of Finance & Corporate Services
<b>Remuneration</b>	Unremunerated however expenses paid, including commuting
<b>Responsibilities</b>	Providing backup to CEO and Senior Managers in arranging meetings, dealing with correspondence, other day to day tasks  Assisting Senior Managers with correspondence  Ongoing project for documenting past project achievements, in each country where Raleigh has operated.  To co-ordinate all press queries  To liaise with communications officers and photographers in country during the course of expeditions with regard to case studies and images  To summarise all case studies from countries at the end of each expedition, write in depth case studies and keep the case study log up to date  Draft press releases when appropriate  Keep media database up to date
<b>Other</b>	Raleigh will provide an appropriate reference at end of assignment.

