

## Volunteer Role Outline

<b>Role title</b>
<b>BBOWT Chilterns Group Publicity Assistant Volunteer</b>
<b>Based at location</b>
Various/home
<b>Purpose of the role</b>
To help with the publicising of events and activities.
<b>Type of work in which you will be involved</b>
Flyers are produced by members of Chilterns Group for you to distribute to our list of collaborators using both e-mail and social media. You would also identify new outlets for our publicity such as community Facebook pages and libraries with noticeboards
<b>Experience &amp;/or qualifications needed:</b>
Basic computer skills, good English and a willingness to work as part of a team.
<b>Suitable for Under 18s</b>
Yes
<b>Times/days we would like you to be available</b>
The group meets for an informal planning session five times a year, but the person would be administrating at other times from home in close collaboration with the group leader.
<b>Benefits to volunteer &amp; possible training opportunities</b>
<ul style="list-style-type: none"> <li>Get to know the dedicated and friendly team of other volunteers</li> <li>Utilise your skillset</li> <li>A programme of BBOWT events with opportunities to meet other volunteers and staff</li> <li>Receive news and discounts</li> </ul>
<b>You will be responsible to</b>
Chairperson



**Expenses payable**

No

**Interview, References or DBS check required**

Informal chat



