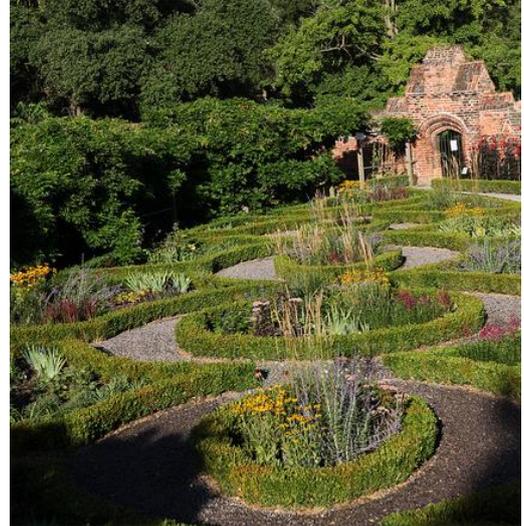


Volunteer Role Description

Marketing Administrator

What is a Marketing Administrator?

Our Marketing Administrators support the work of the Marketing Department in a variety of ways, including creating marketing materials, handling press enquiries, undertaking valuable market research, data entry, and other tasks involved in spreading the word about this amazing place!



<p>What's in it for you?</p>	<ul style="list-style-type: none"> • Hands on marketing experience in a heritage / museum setting • Being a part of a small, dynamic and dedicated marketing team • The opportunity to undertake new projects and initiatives within the department • To be involved with a positive and engaging volunteer culture including social events, outings, forums and our volunteer portal - where volunteers are able to contribute blogs posts; join in discussions with other volunteers, sign up to sessions and access all the information you need as a volunteer online • References for people who volunteer with us regularly for more than 6 months
<p>What's involved</p>	<p>Marketing Administrator Volunteers each have their own project areas within the department depending on their area of interest and availability. These include:</p> <ul style="list-style-type: none"> • Events marketing • Social media • Press enquiries and PR • Digital asset management • Digital media and website management • Market research • Evaluations and reporting
<p>This role will suit people who...</p>	<ul style="list-style-type: none"> • Have an interest in marketing in the heritage and museum sectors • Have good computer skills, including Outlook, Excel and Word • Are comfortable with using digital and social media, such as WordPress, Instagram, Twitter and Facebook • Are able to pay close attention to detail and have good proof-reading skills • Have good written English • Are conscientious and hardworking • Are confident using the phone and composing emails • Are able to work independently or without assistance
<p>Availability</p>	<p>This is flexible as volunteers can come in for half a day or a full day per week,</p>

	Monday through Friday
Main Contact	Nicola Price, Marketing Officer
Training/Resources	<ul style="list-style-type: none"> • Regular support from the Marketing Team Members and relevant training on certain computer systems and programmes as needed • Full induction including health and safety procedures • All new volunteers have an introduction period, this is a settling in time of around 2 months. At the end of this an appropriate person will catch up with you; this is an opportunity for both parties to reflect and make any adjustments to the role that are needed • Access to our volunteer’s website, the “Volunteer Portal”, including a blog, downloadable resources, rota and events page
Getting to the Palace	<ul style="list-style-type: none"> • The nearest tube station is Putney Bridge • The nearest Train Station is Putney • There are several bus stops in walking distance • We reimburse travel expenses up to £8 per session
What next?	<p>Please get in touch by completing an enquiry form, available at: http://www.fulhampalace.org/about/volunteer/</p> <p>You can also check our FAQs sheet here: http://www.fulhampalace.org/wp-content/uploads/2012/03/Volunteering-FAQs.pdf</p> <p>If you have any questions you can contact our Volunteer Enquiry Assistants by emailing volunteer@fulhampalace.org or telephoning 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person</p>
<p>Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback.</p>	