



## Role Description

**Role Title:** Volunteer Marketing Assistant  
**Responsible to:** Director of Fundraising  
**Location:** West Farleigh and from home  
**Hours:** One day per week / fortnight at HQ plus ad hoc additional hours  
Occasional Saturday, weekend or evening work

### Background:

Dandelion Time transforms the lives of traumatised children in Kent. Our therapeutic approach is family based, embedded in nature with a range of activities that engage head, heart, and hands. This nurturing farm environment allows children to build self-belief, strengthen relationships and develop the skills and aspirations for a brighter future.

### Role Outline:

The Volunteer Marketing Assistant will be working alongside and supporting our Marketing Manager, performing tasks as requested and appropriate to skill set, promoting the work of the charity and producing exciting and relevant content.

### Main Responsibilities:

- Video creation and editing
- Graphic Design and Copy creation
- Blog writing and news stories for our website and Facebook pages
- Designing marketing materials such as posters to promote events

### Skills and Competencies:

You will be self-motivated and enthusiastic and able to work on your own and as part of a team

You will be an excellent communicator with people at all levels

You will be able to work around other people, including vulnerable families at times

You will be inclusive, honest, trustworthy, and reliable

You will have a flexible, adaptable approach as tasks may change at short notice

You may have blog writing, social media and content creation experience

You may have Graphic Design, video creation and editing experience

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Reviewed June 2022 AB

**Other requirements of the post:**

Dandelion Time require all staff and volunteers to have a current Enhanced DBS check (organised by the Volunteer Coordinator).