NATIONAL ARMY MUSEUM

Volunteer Project 47, Marketing & Communications Volunteer

Role	Marketing and Communications Volunteer
Purpose	- To support the development of Marketing and Communication strategies. - To provide administrative support to the marketing and communications department in delivering marketing and communications activities.
Responsible to	Marketing and Communications Manager.
Times/Dates	One or two days a week (days of your choosing), for at least three months.
Location	National Army Museum, Royal Hospital Road, London SW3 4HT
Overview	Supporting the administrative functions of the Marketing and Communications department, which includes media; marketing; press; digital; and social media.
Skills	Would suit someone with: - a good standard of written and spoken English. - the ability to work independently and as part of a team. - a methodical approach and very good attention to detail. - excellent interpersonal and communication skills. - good general ICT skills. - knowledge of, or interest in Marketing, PR or digital communications. - experience of undertaking marketing and communications campaigns.
Support and Training	- Full in-house training will be provided that is specific to the role, which will include site induction, Health and Safety, Equality & Diversity, Data Protection and specific computer applications as required. - Reasonable out of pocket lunch and travel expenses. - Volunteers' Handbook with helpful information. - Regular feedback meetings with designated supervisor.

Benefits	• Opportunity to gain experience in marketing, public relations (PR), digital communications or a related discipline. • Opportunity to develop practical knowledge and skills in aspects of marketing and communications and records management. • Working as part of a friendly and dedicated team. • Contributing towards the development of marketing and communications strategy for a national Museum.
Interested?	This opportunity is open to anyone aged 18 and over.
Closing Date	**12.00pm (Noon) on 8 April 2019**
For an Application Form	http://www.nam.ac.uk/get-involved/volunteer