**VOLUNTEER ROLE DESCRIPTION**

**Position Title: Marketing Leader**

Location

Clunes Neighbourhood House. Lee Medlyn Home of Bottles. 70 Bailey Street, Clunes, 3370

Position Objective

The Marketing Leader is voluntary position rostered to effectively and positively raise awareness of Clunes Neighbourhood House and its activities.

**Key Responsibilities:**

|  |
| --- |
| 1. Website:
	* Regularly updating the [www.clunesnh.org](http://www.clunesnh.org) website
	* Linking to key channels to promote website
	* Updating CTDA website as directed by CTDA
2. Flyers:
	* Development of flyers to promote Clunes Neighbourhood House activities
	* Development of brochures to communicate key messages and support i.e. Welcome to Clunes Pack
3. Communications Book:
	* Any relevant activities/projects detailed in the communications book including media release development
 |

Special Requirements of this Position:

This role is the Marketing Leader, responsible for overseeing other Clunes Neighbourhood House volunteers undertaking marketing activities. Material to be approved by Manager prior to distribution. No financial delegation. *May have marketing team members reporting to this position.*

Key Skills Required:

* Design – ideally using canva.com
* Good written skills
* Basic web skills – ideally using wordpress.com
* Knowledge of general marketing practices

Organisational Relationships and Reviews

Reports to: Manager.