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## **Volunteering Opportunity**

**Position Title:** Marketing Volunteer  
**Location:** Majority Remote Working with occasional face to face events  
**Hours:** 5hrs per week (flexible)  
**Duration:** Negotiable  
**Reporting To:** Development Manager

### **Position Description**

Think Children is a registered charity based in Nottinghamshire that specialises in offering mental health and emotional wellbeing support to children of primary school age. Think Children have been in operation in various formats since 1981 and have now settled on a core service offering 1-1 support sessions to children offering non-directive play and play therapy.

As a charity, we are now looking to expand our services and get our name out into the communities we work with. As part of this we have decided to recruit 3 Marketing Volunteers to support our Development Manager, Danielle Metcalf, in developing Think Children's profile, both online and face to face. Successful applicants will be involved in the creation and implementation of a brand-new marketing strategy and gain experience in developing marketing materials from their inception. As stated above, the role is flexible and is mostly remote working. Part of our plans for marketing includes attending community events, but these will be planned ahead of time and based off the needs of our volunteers.

### **Tasks/responsibilities**

- Support the development of relevant social media content, including managing posting schedules and to increased followers and interactions.
- Support the development of our website, research suitable learning platforms, formats, and content.
- Plan and deliver stalls at local events, lead by the Development Manager.
- Create effective and adaptive promotional resources such as leaflets, flyers, photography etc.
- Attend a minimum of one 'Team Meeting' per month as arranged by the Development Manager.
- Maintain regular contact with Dev. Manager for approval on any changes before implementing them.

**Person Specification:**

All the items below are desirable qualities in potential applicants. If you do not feel you meet any of the items below, but would still like an opportunity to be considered, please get in touch with our development manager at [development@thinkchildren.org.uk](mailto:development@thinkchildren.org.uk)

Skills/Qualifications	Experience	Personal Qualities
Relevant marketing qualifications	Public speaking/engaging with the public	Flexible
Play/Youth/Community qualifications	Experience developing marketing material	Able to work independently
Able to use social media platforms, including Facebook, Twitter, Instagram, LinkedIn.	Experience working with children/young people and an understanding of mental health issues that affect them	Has access to own computer/tablet to use online resources and maintain communication
Digital skills, including the use of e-mails and video conferencing.	Experience volunteering/working in the voluntary sector	Friendly and welcoming attitude
Emotive writing		Works well as part of a team.

**Other Information**

All successful applicants will be required to go through an informal interview process with the Development Manager and another member of our team to assess your suitability to the post. We will operate these interviews on an ongoing basis.

All volunteers will be reimbursed any fuel allowance, but it is rare you will be required to travel. Any individual choosing to volunteer with Think Children will be offered supervision and professional development where possible and will also leave with a professional reference for future use.

For an application form please contact [development@thinkchildren.org.uk](mailto:development@thinkchildren.org.uk)



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