



Volunteer Events Assistant (as and when required)

Aim: To promote events taking place at OBee and increase local business interest

Duties :

- Actively promote OBee at local Events within the Community eg Tree to Timber, Heritage Day
- Liaise with local businesses to encourage advertising and sponsorship
- Deliver Events leaflets locally and in prominent positions
- Explore PR for local Events
- Liaise continually with the Centre Manager
- Give quarterly feedback for Director's Meetings – up date report
- Adhere to all OBee policies and procedures
- Partake in an annual review of own development with Centre Manager

Skills required:

- Research, interpersonal, public relations skills
- IT skills
- Good time-management and organisation skills