



## Position Description: Marketing & Comms Volunteer

The Babes Project is looking for amazing and passionate people to join our marketing & comms team! We're always working on upcoming projects, events and growth of the organisation and need vibrant and organised team players to join us. You would need to be available for a 4-6 hour shift each week on a Tuesday, Wednesday or Thursday. Be prepared for a rewarding experience working with a team who are passionate about making a positive impact on the lives of vulnerable women in this nation.

### Purpose

The Marketing & Comms Volunteer role is based in the Croydon Admin Hub and is responsible for the development and implementation of The Babes Projects marketing plan and communications campaigns.

### Hours

The role requires a minimum of 4-6 hours per week in one continuous shift.

### Key Duties/Responsibilities

- Design and implement communications campaigns to our supporters, including a regular newsletter
- Regular maintenance of content on our website and social media
- Assist in the design and development of our promotional material
- Assist in the planning and coordination of key organisational events
- Support The Babes Project culture actively through positive and genuine interactions at all times.

### Experience/Skill requirements

The incumbent should be someone who has a genuine interest and desire to contribute to an organization that is committed to providing excellent care to vulnerable women facing pregnancy.

The following skills/attributes are key to success in the role:

- Demonstrated successful experience in marketing and communications
- Experience in managing database and newsletters
- Demonstrated experience in developing relevant blog and web content
- Strong relational focus and demonstrated capacity to build positive relationships with key donors, sponsors and stakeholders
- Excellent attention to details.
- Good communicator both verbal and written.
- A self-starter who values team collaboration and strives to deliver great outcomes.
- Physical capacity to stand and sit for prolonged periods (>30 minutes at a time), ability to climb stairs, occasional lifting and carrying items that weight up to 10kgs.
- Has a non-judgmental supportive approach and an appreciation for the fact that The Babes Project works with vulnerable children and women.
- Understands the significance of and adheres to principles of confidentiality as it pertains to volunteer and client information and also intellectual property that belongs to The Babes Project.
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