

Role Type:	Volunteer
Anticipated hours:	Flexible approx. 10 hours a month (may be a few more initially)

Reasonable expenses agreed in advanced will be reimbursed.

About Shine21

Shine21 is a registered charity based in North Yorkshire. We support families with a young child who has Down Syndrome. Our main aim is to empower the parents to help their little stars shine. We offer tailored developmental sessions, training to parents, loan resources to families and offer support and advice.

About the role

As Shine21 grows we need help in designing and promoting the Shine21 name, purpose and fundraising events. You will work on different aspects including generating marketing materials, event promotion, fundraising campaigns and website upkeep.

Duties include;

- Creation of all marketing material for Shine21 as directed by the management committee, this includes, flyers, cards and posters.
- Support with the marketing, calendar tracking of potential awareness opportunities of Shine21.
- Under the guidance of the management committee update the website as and when required.
- Support with the sharing of marketing material to ensure it hits a wide audience.

Person specification

- Experience of marketing and social media.
- Previous knowledge of website management
- Creative with the confidence to put forward new ideas.
- Effective communication skills, both verbal and written
- Personal and friendly
- Proactive working with the ability to use own initiative
- Effective organisation skills
- Ability to work in accordance with Shine21 policy documents.
- Passionate about promoting positive awareness regarding Down Syndrome and the Shine21's mission and objectives.
- Access to your own PC.

To apply for any of our volunteer positions please contact us by email contact@shine21.org and we can arrange to have an informal chat in the first instance.

