



# BRAMBER

## B A K E H O U S E

### **Volunteer Marketing & Communications Administrator**

We're looking for a creative volunteer to join our team, supporting us with marketing and communications. If you've got the skills and a passion for working alongside women survivors of human trafficking, we'd like to hear from you!

**Title:** Volunteer Marketing & Communications Administrator

**Location:** Remote

**Hours:** 4 hours per week

**Reports to:** Operations Manager

#### **About Bramber Bakehouse**

Bramber Bakehouse provides a baking and employability programme for women survivors of human trafficking, equipping and empowering them on their journey to restoration and recovery.

#### **Key Responsibilities**

- Creating engaging and creative social media campaigns and captions;
- Creating press releases;
- Creating blog posts;
- Scheduling social media posts across all platforms;
- Developing communication materials such as case studies, stories, leaflets;
- Researching PR opportunities relevant to the work of Bramber Bakehouse

#### **Personal Specification**

##### **Desirable experience and skills**

- Marketing qualification (or equivalent);
- Marketing experience;
- Experience with Mailchimp;
- Experience with Wordpress;
- Experience across all social platforms;
- Excellent communication skills;
- Copywriting skills

##### **Person attributes**

- Committed to Bramber Bakehouses' values and mission;
- Passionate about supporting and empowering women survivors of human trafficking;
- Ability to work collaboratively;
- Empathetic to the Christian faith;

**How to apply for this role**

To apply for this role, please complete our short online application form at [www.bramberbakehouse.co.uk/vacancies](http://www.bramberbakehouse.co.uk/vacancies)

**Applications close on Wednesday 21st April 2021.**

If you have any questions about this role or the appointment process, need additional information or wish to have an informal and confidential discussion, please email [lucy@bramberbakehouse.co.uk](mailto:lucy@bramberbakehouse.co.uk)