# Marketing Support

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Marketing Support</th>
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<tbody>
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<td><strong>Position Purpose</strong></td>
<td>The position of Marketing Support supports the organisation’s Senior Office Manager in producing Tranby marketing materials, including, but not limited to brochures, posters, leaflets, flyers, etc.</td>
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<td><strong>Reporting To</strong></td>
<td>Senior Office Manager</td>
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| **Position Responsibilities** | • Devise overall Marketing strategy  
• Creation & maintenance of Tranby promotional material & course brochures  
• Event research for National events  
• Keep abreast of trends in marketing, seeking to understand what the target audience is engaged by  
• Develop and optimise communications to ensure high levels of audience engagement across all media |
| **Commitment** | A minimum of 3 hours per week with a minimum commitment of 3 months requested. One day per week (Thursday or Friday) for three hours minimum (9 am -12 pm or 1- 4 pm).  
Tranby is committed to Volunteering Australia’s National Standards for Involving Volunteers. Hence the engagement of ongoing volunteers is generally restricted to a maximum of 16 hours per week. |
| **Training Provided** | You will be provided with a thorough induction and orientation to their workplace and to Tranby including a detailed Workplace, Health & Safety briefing. Comprehensive, role specific training will be provided along with regular supervision and coaching. In addition, the Senior Office Manager will be available for questions and assistance. |
| **Position Requirements** | • Understanding of culturally and linguistically diverse communities  
• Ability to actively support Tranby’s purpose and values  
• Be self-directed, willing to take initiative, and detail-oriented  
• Proven experience of marketing for business use  
• Excellent computer skills  
• Good written communication  
• Strong design skills  
• A strong ability to edit and a critical eye for detail  
• A team player and collaborative in supporting other areas of the business |
Evaluation

All volunteers complete a 60 day evaluation

Benefits

• Deepen your understanding of the not for profit sector
• Work experience & skills strengthening

Volunteer Applicant Declaration

You have read and understood this Volunteer Position Description and agree that you will work within the position responsibilities detailed.

Volunteering at Tranby is dependent on the results of background checks. Tranby reserves the right to prohibit an individual from volunteering if background checks are not to the organisation’s satisfaction.

In addition, you are required to provide full and up to date disclosure to Tranby in respect to any matter which may affect your capacity to perform the duties associated with the role and in this regard but not limited to, the capacity to interact with vulnerable people, and deal with sensitive information.

Volunteer’s Name

Signature

Date

Senior Office Manager    Saskia Sharp

Signature

Date