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|  **Volunteer Role Description**  |
| Cley Volunteer Community Promotion Officer  |
| **Purpose of your role**  |
| * To work with Norfolk Wildlife Trust (NWT) to grow Trust community promotion by distributing NWT leaflets, posters, and publications throughout your local community, including schools, community groups, shops, pubs, cafes, and other businesses.
* To identify locations for and coordinate the delivery of flyers and leaflets in your area: checking regularly and replacing if they become depleted; ensuring relevant records are completed.
* To build strong relationships with communities, schools, shops and businesses in your local area in order to raise community awareness of NWT and Cley’s event programme.
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| **Type of work you will be involved with**  |
| * Identifying and visiting local community groups, schools, shops and businesses in your area and asking them to display NWT leaflets, posters, and publications
* Basic data recording including locations and quantities of materials distributed
* Distributing and displaying leaflets, posters, and publications such as TERN in your local community
* Regularly checking in with Cley Engagement Officer to report on movements and locations of promotional materials
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| **Skills and abilities you will be using in your role**  |
| * Good interpersonal skills, comfortable approaching community groups, schools, shops and new businesses
* Knowledge of your local community and ability to identify areas of opportunity within it
* Basic administrative skills
* Able to work under your own initiative
* Responsible and reliable personality
* Use of your own car or transport is highly desirable
* An enthusiasm and passion for wildlife and conservation is desirable
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| **You will work at**  |
| Predominantly North Norfolk and Norwich, with occasional visits to NWT Cley and our Norwich Head Office  |
| **Times/days we would like you to be available - this can be flexible**  |
| Flexible to suit you, although regularity and reliability are key. You can give as much or as little time as you are able, and be responsible for as large an area as you feel is achievable. Ideally, sites should be visited and promotional materials at each checked once every quarter. |
| **Benefits to you**  |
| * Opportunity to support Norfolk Wildlife Trust and help raise awareness of our work whilst increasing income to assist with valuable conservation undertakings
* Opportunity to get out and about and connect with your local community
* Chance to work with a friendly supportive team of likeminded people
* Opportunity to network and meet other staff/volunteers within conservation at NWT events
* Reimbursement of travel costs
* Full training will be given
* Skills and experience to enhance your CV!
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| **Your supervisor**  |
| Cley Engagement Officer  |
| **Notes/special requirements**  |
| A full clean driving licence is highly desirable, but non-drivers will also be considered. You will need to be able to travel reasonably within North Norfolk, Norwich, and occasionally further afield if necessary.Please note we may ask for references prior to enrolment due to the lone working requirements of the role  |