



## Volunteer Marketing Assistant

**Location:** St Ives, Cambridgeshire (office-based preferred, hybrid considered)

**Commitment:** Flexible, agreed around your availability

**Role type:** Volunteer

**Reporting to:** Marketing Manager

**Working alongside:** Social Media & Content Creator Volunteer

### About The Angels Foundation UK

The Angels Foundation UK (TAF) provides trauma-informed support to domestic abuse survivors and their families across Cambridgeshire. Our work is rooted in dignity, compassion and empowerment, helping people rebuild their lives and break cycles of abuse.

Based in **St Ives, Cambridgeshire**, we are a growing charity with ambitious plans to strengthen our voice, reach new audiences and build long-term sustainability through effective marketing, PR and communications.

## **The Role**

The **Volunteer Marketing Assistant** will support the Marketing Manager to deliver TAF's marketing, PR and communications vision. This is a hands-on role for someone creative, organised and keen to develop experience across digital marketing, websites, branding and campaigns.

You will play a key part in strengthening TAF's external presence and will work closely with our **Social Media & Content Creator Volunteer**, helping ensure consistent messaging and joined-up communications.

## **What You Will Be Doing**

Working alongside the Marketing Manager, you will support:

### Marketing, PR & Communications

- Assist with delivery of marketing and communications plans
- Support PR activity, campaigns and awareness days
- Help ensure messaging is consistent, clear and aligned with TAF's values
- Contribute ideas to grow reach, engagement and visibility

### Website Management & Development

- Support day-to-day management of the TAF website
- Assist with content updates, structure and user experience

- Support migration from **GoDaddy to WordPress**, helping develop and maintain the new site
- Work with the team to ensure content is accurate, accessible and up to date

#### Design & Creative Support

- Support creation of simple graphics and visual assets (social posts, web graphics, leaflets)
- Help maintain brand consistency across materials
- Work alongside the Social Media & Content Creator on campaigns and content

#### Collaboration & Team Support

- Work closely with the Marketing Manager and wider team in the St Ives office
- Contribute to planning meetings and campaign development
- Help document processes and templates to support future growth

#### What We Are Looking For

We are looking for a **proactive, creative and reliable** individual who enjoys working as part of a small team.

#### Essential

- Interest in marketing, communications or PR
- Good written communication skills
- Confidence using websites or content management systems
- Willingness to work from the **St Ives office**, with some flexibility for hybrid working
- Organised, collaborative and able to take direction

## Desirable

- Experience using **WordPress** (or willingness to learn)
- Experience migrating or developing websites
- Basic graphic design skills (e.g. Canva, Adobe tools)
- Experience supporting marketing or communications for a charity or cause

## The Difference You Will Make

Your work will help:

- Strengthen TAF's public voice and visibility
- Ensure survivors, partners and supporters can easily find information and support
- Support fundraising, partnerships and awareness activity
- Build a strong, professional digital presence for a growing charity

Your contribution will directly support people rebuilding their lives after domestic abuse.

## Support & Working Style

- You will be supported by the Marketing Manager and wider team
- The role is flexible and shaped around your availability
- Office-based working in **St Ives** is preferred, with hybrid options considered
- Training, guidance and clear direction will be provided

## How to Apply

Please send a short statement (max 1 page) including:

- Why you're interested in volunteering with The Angels Foundation UK
- Any relevant experience or interest in marketing, websites or design
- Your availability and preferred working pattern (office / hybrid)
- Examples of relevant work (optional)

Shortlisted applicants will be invited to an **informal chat** with the TAF team.

## Inclusion & Diversity

The Angels Foundation UK is committed to building a diverse volunteer community and welcomes applications from under-represented groups. Reasonable adjustments will be made to support you in the role.