



## Office Volunteer Role Description

*Are you organised and good at general office administration? Or do you like using social media? Do you want to gain experience in marketing and events promotion? This could be the ideal volunteer role for you!*

### Why do we need you?

In addition to growing healthy vegetables, Bosavern Community Farm offers an environment for education, workshops and events. We provide a place for the community to cultivate skills and join together to celebrate seasonal produce and traditional crafts. We need volunteers to engage with the community via social media, a new website and email mailing list to promote the farm events, volunteering opportunities, school visits and new projects.

### How much time could you offer? When would you be needed? Where will you be working?

- Half day a week could really help us achieve more on social media and launch our new website.
- You could work with us Monday, Tuesday or Thursday anytime between 10am and 4pm.
- You would be based in the farm office known as the Hive.

### What activities will you be involved in?

- You could help write pages for our new website, construct posts for social media, or create promotional materials for events, volunteer days, school visits, workshops and open days.
- You could assist with data input of our databases, customer surveys or shop records.
- You could help organise, name and caption our photographs.

### What can you gain from this opportunity?

- Engage with and support a local community project.
- Gain experience in administration, marketing, desktop publishing and social media.
- Enjoy a vegetarian lunch with volunteers and staff whenever you volunteer with us.
- Invitation to four volunteer thank you events at the farm each year.
- An opportunity to receive a professional reference for future job applications.

### Is there an induction and training?

- you will receive an induction when you start
- we will provide you with any training required

### What are we looking for?

- An interest in the community farm and its principles.
- Good written skills and an eye for detail.
- Computer literate and some understanding of social media.

### Who should you contact?

Contact the Farm Office on 01736 788454 or email [info@bosaverncommunityfarm.org.uk](mailto:info@bosaverncommunityfarm.org.uk) to register as a volunteer.