**Role Title:** Marketing  
**Reports to:** Youth Hub Delivery Manager  
**Placement:** Ashford youth Hub

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<th><strong>Main Duties:</strong></th>
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| Provide administration support in creating flyers, poster and display boards  
| Ensuring that all information for marketing is accurate  
| Regular changing and updating of hub display boards  
| Working with staff to create exciting displays that are easy to understand  
| Ensuring information is relevant to and complies with current policy  
| Ensuring that all materials are in line with KCC branding guidelines  
| Working with the Senior Early Help Worker to create a rota for managing display updates  
| Uploading and adding content to Social Media sites  
| Updating external poster in outreach venues |

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<th><strong>Knowledge and Skills:</strong></th>
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| Good IT and computer skills  
| Interest in design or creative  
| Understanding of Youth hubs or a willingness to learn  
| Proactive and outgoing personality  
| Experience of marketing  
| Excellent attention to detail  
| Ability to work unsupervised |

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<th><strong>Volunteer commitment Requirements:</strong></th>
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| This role would require a minimum of 2-3 hours per week  
| Enhanced DBS check  
| Various Safeguarding training  
| Prevent training  
| Data Protection and Information Governance training  
| Other training may also be available as identified in Personal Development Plan |