



Volunteer with the

West of England Billiards & Snooker Foundation

Who are we?

The West of England Billiards & Snooker Foundation (WEBSF) is a not-for-profit community group which is maintained by a team of volunteers. The main aim of the Foundation is to increase enjoyment and participation in the sports of billiards and snooker regardless of a person's age or ability. We are proud to have served the community since 2004 and are always looking for additional volunteers to help us become more sustainable.

The information below provides further information about the volunteering opportunity available.

Role title:	Volunteer Marketing, Public Relations, Media and Digital Officer
Responsible to:	WEBSF Champion / Volunteer Co-ordinator WEBSF Deputy Champion / Volunteer Co-ordinator
Location:	This volunteering role can be undertaken anywhere within the geographical area known as the West of England. This covers Bath & North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Isles of Scilly, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire.
Role objectives:	As a Volunteer Marketing, Public Relations, Media and Digital Officer you will be responsible for maximising the communication and media coverage of WEBSF events and activities through a number of different channels.
Outline of tasks:	<ul style="list-style-type: none">• Produce different types of media content for public release in order to promote and market WEBSF activities and events• Write media press releases that can be used online and newspaper articles• Research and utilise any potential online tools that may enhance or promote our activities• Work as part of a team alongside other volunteers to promote the WEBSF brand in line with our overall aims and objectives• Liaise with the WEBSF Management Team in relation to promotional and media material• To ensure that material produced is in line with relevant WEBSF policies and procedures.
Measurements of performance:	<ul style="list-style-type: none">• Feedback from participants, sponsors, officials or National Governing Bodies

	<ul style="list-style-type: none"> • Feedback from the Volunteer Co-ordinators
Desirable qualities and skills:	<ul style="list-style-type: none"> • Social media skills • Marketing skills • Writing for promotional purposes • Writing press releases • Producing imagery (video/photographic) • Good organisational skills • Good interpersonal skills • IT skills
Expectations:	To adhere to the 'Code of conduct for volunteers' and WEBSF policies, procedures and guidance.
Training and support:	Basic role specific training will be provided through one-to-one discussion. Safeguarding Children training will also be provided.
Expenses:	We will reimburse out of pocket expenses in line with the WEBSF Financial Procedures Manual.
Benefits of volunteering:	Volunteering is not only an opportunity to put something back into the community but can also help you develop new skills for future employment as well as meet different people. You will be able to make a difference to people living within the community. We are happy to provide references for volunteers as appropriate.
Application process:	<ul style="list-style-type: none"> • Application form • Reference checks (x2) • Informal interview