

## MK Community Boat: Shore-based roles available January 2021

**We are looking for team players with the following skills and time for both one-off tasks during the next six months and/or ongoing roles, as listed below.** We currently have a management team of seven volunteers who will provide structure, contact points and support, in addition to 20 boat crew currently undergoing training.

The operation is volunteer-run and recognises that no-one can put in more than a few hours a week at most. Jane Wolfson, MKCB Chair, is happy to chat by phone or zoom to explain more about what's involved in any particular role: Contact her on [jane.wolfson@mkcommunityboat.org](mailto:jane.wolfson@mkcommunityboat.org)

### *Marketing development (Jan-April)*

- a) Copywriting of leaflets for marketing, cruise descriptions, ticketing T&Cs
- b) Design advice on brand identity to our existing design group
- c) someone with information design skills to create 4 posters and 4 marketing leaflets and some template designs to support marketing
- d) someone with Eventbrite skills to invite people (during March/April) to the 16 Launch Period cruises we will be running hopefully in May

### *Ongoing marketing*

- e) someone with time and skills to do weekly social media from March about latest news (and in due course, cruises, seats left to book, etc) – this is an ongoing need of a couple of hours a week
- f) people who can do morning/afternoon slots to staff open day stands for two days in each of April, May, June, September

### *Community outreach*

- g) People with contacts who can help us reach the business community both as customers and as sponsors of cruises for disadvantaged groups
- h) People with contacts with 'under using' community groups, which we want to attract as users
- i) People with skills for small fundraising bids for money to support 'sponsored cruises'

### *IT*

- j) Development and implementation of our Volunteer Management software (Better Impact) for volunteer profiling, rostering and time recording

### *HR:*

- k) Volunteering Policy creation
- l) Volunteer Recruitment processes; Retention and development activities; Exit processes
- m) Recruitment of new volunteers to three key volunteer management team positions:  
Communications Lead, Volunteering Lead, Commercial Lead

### *Commercial/retail*

- n) Commercial adviser to help us open up negotiations with catering suppliers and suppliers of uniform and other equipment needed
- o) Someone with experience of EPOS who can help us set up the system effectively
- p) Someone with experience of stock control who can help us set this process up in a simple way

### *Management team*

- q) Three ongoing roles to be filled, each leading on a specific area of operations, working with support team members: Communications Lead, Volunteering Lead, Commercial Lead

### *Maintenance*

- r) Team to do maintenance one session pw on rotas, with skills in battery performance monitoring, painting, cleaning, carpentry etc for small fit out tasks