

# Milton Keynes 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. Copy-writing 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

- q. Team to do maintenance one session per week on rotas, with skills in battery performance monitoring, painting, cleaning, carpentry etc for small fit out tasks