Greater Manchester Chamber Communities Foundation

Greater Manchester Chamber Communities Foundation (GMCCF)

Friends of Commerce House Project

Volunteer Application Form (**Marketing & Communications Officer**)

Location:	Commerce House, 59 Bridgeman Place, Bolton BL2 1DW				
Position Type **Paid/Unpaid**	Volunteer Travel expenses, lunch & refreshments provided	**Remote working**	No	**COMPANY WEBSITE**	https://www.greatermanchesterchambercommunitiesfoundation.com/ www.gmchamber.co.uk

ABOUT GMCCF

Our vision is one of happy and safe communities where no one is isolated, left out, or unable to fulfil their potential. We want communities where people are treated the same and feel able to contribute to help make their community a better place to live.

Our mission is to help communities develop access to education, skills and social enterprise. We work to provide quality facilities and services to empower communities to work together to end isolation, increase skills and encourage social enterprise. We work with communities to create a future that is safe, fair and free from poverty.

Our Values
We take personal responsibility for using our resources efficiently, achieving measurable and shareable results and being directly accountable to our communities, strategic partners and supporters. Our ambition is to provide services to communities, which increase employability and support social enterprises to thrive. We work creatively and openly with key stakeholders in Greater Manchester, including residents of Greater Manchester, Greater Manchester local authorities, voluntary and other organisations in a common effort to advance education, skills and social enterprise. We will also work with communities to develop initiatives which advance social welfare for recreation and leisure to help improve the conditions of life for the residents of Greater Manchester.

At all times we will work with integrity and honesty.

Our Activities
In Greater Manchester, we use a combination of development programmes, campaigns and partnership working to create opportunities for the communities we serve. Through our social enterprise centre, Commerce House, we will provide access to quality facilities where charities and social enterprises can come together to deliver services which deliver real benefit to their immediate communities.

We create opportunities to help young people in schools and colleges develop education and skills. Likewise, through our social value awards, we reward local businesses who give time and resources to activities which have a positive impact on their local communities. We work with stakeholders and partners locally and regionally to achieve this.

PROJECT BRIEF

GMCCF's Friends of Commerce House Project was formed so that we can extend the potential of Commerce House in Bolton, which is utilised by charities, social enterprises, community Interest companies and businesses as a host for meetings, events and training courses. Our project is to extend the potential of Commerce House's facilities and to do so we want to give the Bolton community the opportunity to volunteer and assist on a weekly basis with, community engagement, event planning, fundraising and maintenance of Commerce House.

We are looking for Bolton volunteers who would like to help support the charity so that we can better support the Bolton community. We are looking for someone who is inspiring and a team player.

The role of a Marketing & Communications Officer is crucial for the development of Commerce House, assisting the local community to feel involved, reduce isolation and have a sense of belonging.

This is a great project in order to gain additional skills in the role of Marketing & Communications Officer providing key skills to yourself via this role which will allow Commerce House to assist the local community and generate funds to allow a valuable impact within the community, so we welcome your application and hope you consider applying for the role.

KEY DESCRIPTION OF PROJECT RESPONSIBILITIES

- Help design and implement social media copy that increases Greater Manchester Chamber Communities Foundation's project awareness.
- Maintain our Twitter account, with potential to expand to other platforms.
- Feedback on social media analytics through Tweets, including impressions and Total Engagement.
- Research into current marketing trends and themes on various social media platforms.
- Help maintain and update news and content on our website.
- You will work in unison with the other Commerce House volunteers on community engagement, events, fundraising and facilities maintenance.

HOW TO APPLY:

Please send a cv and covering email: professionalservices@gmchamber.co.uk. For any queries call 0161 393 4321.