



## Job Description

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| <b>Job Title</b>    | <b>Volunteer Marketing Officer</b>                                                                 |
| <b>Organisation</b> | Radio Bath CIO                                                                                     |
| <b>Location</b>     | Radio Bath, River Tree House, Lower Bristol Rd, Bath BA2 9ES<br>Remote/onsite                      |
| <b>Hours</b>        | We offer fully flexible volunteering hours, so you can contribute at times that work best for you. |

### About Radio Bath CIO

Radio Bath CIO was co-founded by Steve Fountain, Simon McNeill-Ritchie and Loraine Morgan-Brinkhurst MBE in November 2019, and launched one year later. A registered charity (no. 1193978) operating 24/7 under a commercial Digital Audio Broadcasting (DAB) licence and online. Radio Bath CIO is a highly innovative model seeking to restore Independent Local Radio to our towns and cities on a sustainable basis.

Specifically, Radio Bath CIO provides local news and other information of benefit to the community, and interviews over 1,000 guests each year. We also bring the community together through our own events, as well as the media partner for the Bath Half marathon, Peasedown Party in the Park, the Rotary Club's fireworks display, and many other events.

Radio Bath CIO is now seeking to create a Community Media Hub to provide opportunities for people of all ages to gain confidence in their digital media skills, explore their creativity and improve their educational and employability prospects.

### What you'll do

- You can choose to help with any one of the areas listed below or get involved in multiple aspects, whatever suits you best.
- Support the creation and production of newsletters, press releases and other written communications.
- Assist with developing and updating corporate materials such as Social Impact Reports.

- Contribute to the planning, drafting and scheduling of social media content across all platforms.
- Help maintain a consistent, professional voice for Radio Bath across all channels.
- Work collaboratively with the team to gather stories, highlights and updates from across the organisation.

### What we're looking for

- Strong written communicators with an interest in media, journalism or marketing.
- Individuals who are confident using social media platforms and aware of current trends.
- Organised, creative people who enjoy crafting clear and engaging messages.
- Team players who can work to deadlines and contribute ideas.

### What you'll gain

- Experience in content creation, communications and digital media.
- Opportunities to build your content portfolio with real-world examples.
- Insight into how a community-focused charity presents its impact to the public.
- A supportive environment to develop your communication and storytelling skills.
- The chance to help shape Radio Bath's public voice and community engagement.

### Interested?

If you'd like to find out more, please email **[volunteer@radiobath.com](mailto:volunteer@radiobath.com)**

If you'd like to apply, please email **[volunteer@radiobath.com](mailto:volunteer@radiobath.com)** with your name, email, phone number and a short introduction as to why you would like to volunteer for us.