



## **MARKETING & COMMUNICATIONS VOLUNTEER** **Pax Lodge, Hampstead, London**

### **Role Description**

One of four World Centres, Pax Lodge is the place for members and families of the World Association of Girl Guides and Girl Scouts to meet. We offer accommodation, international volunteering programmes and employment opportunities, and a wide range of activities.

**Reporting to:** World Centre Manager

**Main purpose of the role:** To assist the Pax Lodge Leadership Team in fulfilling the objectives defined in Pax Lodge's Communications Plan to raise the profile of the centre and to ensure that its events and services are well publicised

**Duration of Position:** 6 months (possibly longer)  
Exact starting and ending dates are flexible

### **Overall Duties**

- Maintain an atmosphere conducive to international friendship, understanding, and the values of WAGGGS
- Help to fulfill the mission of WAGGGS by assisting in the delivery of its international events
- Ensure the highest standards of customer service to all visitors
- Maintain a positive working environment for all staff and volunteers
- Undertake specific duties as detailed below



**World Association of Girl Guides and Girl Scouts**  
**Association mondiale des Guides et des Eclaireuses**  
**Asociación Mundial de las Guías Scouts**

Pax Lodge, Olave Centre, 12c Lyndhurst Road, London NW3 5PQ, England, UK  
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VAT No. GB 2394068 49*

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### Specific Duties

- Review and update the Pax Lodge website, ensuring that it is up to date, relevant and interesting
- Update and prepare promotional materials for services, events and promotions
- Work with external agency to produce promotional material for external events
- Carry out other specific duties as laid out in Pax Lodge’s Communications Plan
- Any other duties, as required

### General Qualifications required for the Marketing & Communications Volunteer

- Be at least 21 years of age.
- Be a registered member of the Girl Guide/Girl Scout Association in your own country
- Have a good knowledge of WAGGGS, the World Centres and their missions
- Have a qualification and/or experience of working in Marketing, PR or Communications
- The willingness to undertake training if required
- Speak and understand English to an intermediate-advanced level



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**Terms and Conditions**

**Hours of Work**

The World Centre staff and volunteer team work on a rota schedule, which covers day, evenings and weekends. Working hours for this post are from 9.00-18.00. Except during events when it is as the event schedule requires, this will include earlier starting hours and evening work. Two night duties per month are also required with a staff member as support.

**Type of Agreement**

We ask for a commitment of 6 months (can be extended; starting and ending dates are flexible).

**Salary**

The post is on a volunteer basis and a living allowance of £60.00 is paid weekly.

**Accommodation and Subsistence**

The post is residential and furnished accommodation and meals are provided.

**Uniform**

Uniform, which will be provided, must be worn when on duty.

November 2008



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