

Manchester Lit & Phil

Schools' network volunteer

We're on a mission to fast-track the formative years of young learners across Greater Manchester by exposing them to a variety of fascinating lectures and seminars.

Spanning all areas of study, our events are designed to promote education to as many young people aged 16 and over as possible.

Role overview

We're looking for a driven individual like yourself to help connect the society to any number of schools or teachers who might be interested in promoting our events.

We want to increase the number of schools in our network and the number of young learners attending our events.

In particular:

- While we have a number of science teachers in our contact list, we would like to reach out to more teachers in non-science subjects.
- We would like to develop more effective communication channels with these teachers.

Duties and responsibilities

- Identify schools and teachers across Greater Manchester that could be interested in promoting Lit & Phil events to students.
- Help us to develop materials to reach these schools/teachers and promote our events.
- Help us contact these schools/teachers, in collaboration with the Office team and the Lit & Phil's YP representative on Council.

Requirements

- A friendly manner and professional appearance.
- Self-directed, willing to take initiative, and detail-oriented.
- Experience of working with a wide range of people from a variety of backgrounds.
- A willingness to adhere to all relevant organisational policies and procedures.

Training & Supervision

- Initially, you will need to attend a one-hour training session.
- Following this, you will receive support and guidance from the Office team.

Time commitment

This is a flexible role and we are happy to tailor it to fit in with your time and availability. However, some of the information you will help us to gather will be used during promotional campaigns and you will need to commit to deliver the information in good time for these campaigns.

Equipment and expenses

- Reasonable transportation expenses will be reimbursed

Benefits

- This role is ideal for someone who wants to help promote education to all.
- Knowing that you are making a positive contribution to the educational formation of young people across Greater Manchester.

Additional information

- This role does not meet the criteria for a DBS check, but we will need two referees who we can contact for their opinions on your suitability for this role.
- We adhere to current GDPR legislation and will provide you with guidance during training about storing confidential information

To register your interest or if you have any questions, please contact:

Aude Nguyen Duc, Operations & Volunteers Manager: aude.nguyen.duc@manlitphil.ac.uk

Thank you for your interest in this role and we hope to hear from you soon!

The Manchester Lit & Phil

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