



Role Title: Marketing & Communications Volunteer

Location: The Hub @ Greenford Library

Reports to: Hub Manager

Time Commitment: 3-4 hours a week (mainly remote)

Duration: Ongoing / Fixed Term

Type: Volunteer (Unpaid)

Role Purpose:

The Hub @ Greenford Library is an exciting new project run by the Young Ealing Foundation. We are creating a vibrant, inclusive, and multi-functional space which will operate not only as a community library but also provide a wide range of other opportunities and services for the community. We are looking for a marketing and communications enthusiast to help us to get the message out as widely as possible about the project.

Key Responsibilities:

- Monitor social media channels
- Create relevant and engaging social media content
- Create relevant and engaging print content (posters and flyers)
- Help maintain content on the website
- Maintain confidentiality and adhere to safeguarding policies.
- Report any issues or incidents to the Hub Manager.

Skills & Attributes:

- Friendly and approachable with excellent communication skills.
- Reliable, punctual, and able to work as part of a team.
- Experience using a range of social media and growing online engagement.
- Respectful of library users of all ages and backgrounds.
- A passion for books, literacy, or community service is a plus.

Training & Support Provided:

- Full induction and role-specific training.
- Ongoing supervision and support from the Hub Manager and the Young Ealing Foundation comms team.
- Access to optional training or development workshops.

Benefits to Volunteers:

- Make a positive difference in the local community.
- Gain valuable experience in a public service environment.
- Develop interpersonal, organizational, and technical skills.
- Be part of a friendly and supportive team.
- Expenses paid