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| **Role Title** | GMDT Communications officer |
| **Location of position** | GMDT Office, 5, Benjamin House, Morpeth Railway Station, Morpeth, NE61 2SL |
| **Responsible to** | GMDT Vice Chairperson |
| **Purpose/ summary of role** | To lead on Communications to GMDT volunteers and Partners. |
| **Time Commitment** | **Either a regular commitment – weekly, fortnightly or ad hoc of around 2 hours.** |
| **Key Tasks – just examples** | 1. **To publish a quarterly GMDT Newsletter for our volunteers and supporters – covering across the Interest Groups and General activity – past and future events.**
2. **Help to promote Morpeth Book Festival**
3. **Help to promote Heritage Open Days**
4. **Help to promote Picnic in the Park**
5. **Liaise with GMDT’s Interest Group Directors**
6. **Liaise with GMDT’s Social media Officer and Website administrator to ensure all media channels current and active.**
7. **Liaise with Inside Morpeth magazine editor**
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| **Training Provided** | **All GMDT Board and admin team will help you to understand the role.** |
| **Reimbursement of expenses** | **None provided for this role** |
| **Benefits to volunteer** | **Get to know the team and its volunteers at GMDT.****See GMDT grow in profile and activity due to your commitment to this role** |
| **Application Procedure** | X **Registration Form 🗆 Informal Interview****🗆 Reference 🗆 Trial Period** |
| **Contact Information**  | **Leanne Baxter or Tracey Brown email them** **info@gmdt.org** |