

## **The Mercury Library and Community Hub**

### **Manager and Volunteer Co-ordinator (Volunteer)**

This exciting opportunity involves taking charge of the day-to-day running of The Mercury, providing advice and support to volunteer staff and promoting excellent customer service.

Initially the role will include supporting the set-up of the project, recruiting volunteers from across the local community and securing outreach services.

Training will be provided

### **Marketing and Events Manager (Volunteer)**

We are looking for someone to arrange and manage community events, publicise out-reach services and manage the website.

Initially the role will involve supporting the setup of the project, publicising the services available and helping to arrange the highly prestigious opening event.

You will have a good knowledge of social media and be comfortable using a variety of IT packages and preferably will have experience of event management.

These roles will offer the opportunity to gain new skills and experience, get involved in a community project or showcase the talents of someone looking to return to the workplace.

Short term appointments will be considered but we are hoping for a long-term commitment.

### **After taking part in the project you will be able to demonstrate:**

Organisational skills - Team working - Communication skills

Time Management - Project Management

**All of which will look great on your CV.**

Further information on how to get involved is available from the Hamble Parish Council's website: [www.hambleparishcouncil.gov.uk](http://www.hambleparishcouncil.gov.uk)

# **WeRHamble**

**you make the difference**