

Communications Volunteer(s)

The Friends of the Pump Room Gardens are working in partnership with Warwick District Council and Warwickshire County Council to restore the Pump Room Gardens in Leamington. We have been granted £995,656 funding from the Heritage Lottery Fund and Big Lottery Fund.

We are about to start on the project and are looking for volunteers to help us develop various areas:

Online communications

This role will involve maintenance of a Facebook Page, Twitter account and a WordPress website dedicated to the Pump Room Gardens Restoration Project. The volunteer will keep abreast of the progress of the restoration project through email contact with other members of the team and attending meetings and events if desired. Appropriate stories and links will be shared via online media to keep the public informed.

Production of an e-newsletter

This role will involve putting together a monthly newsletter using MailChimp (www.mailchimp.com). The role will also involve adding email addresses to the MailChimp database when necessary. In coordination with other members of the team, appropriate content will be selected and edited by the volunteer.

Time Commitments and Location

The online communications role should take an average of one to two hours a week. The production of a newsletter should take around three to four hours a month. A minimum commitment of 6 months is desirable. The role is flexible and can be undertaken from home.

Support and orientation

An interest in or previous experience of using Facebook, Twitter, WordPress and MailChimp is desirable but not essential as training can be provided. Orientation will be given, as well as support in using and maintaining these online media sites. There will be regular contact with the Friends group, Warwick District Council, the Community Engagement Officer for this project and with other volunteers.

Benefits of volunteering

Volunteers will benefit from working on an innovative heritage project, working with supportive and friendly volunteers and developing skills. The experience gained will add to your CV.

Please email pumproomgardens@gmail.com to express your interest in these volunteer roles.

Alternatively, phone Archie on 01926 885532.

Visit www.pumproomgardens.org.uk for further information.

