

King's Cross Story Palace

Administration, Marketing & Evaluation Volunteers

About the Project

King's Cross Story Palace is a two year HLF funded project led by Historypin and the Building Exploratory. We aim to create a community-led history of the King's Cross area over the past 100 years. We'll do this through a programme of story gathering activities, public events, exhibitions and printed materials.

Would you like to help?

We are looking for volunteers to help with the project administration and monitoring and evaluating processes in the Historypin and Building Exploratory offices. Volunteers will also have the opportunity to gain experience in digital marketing, managing social media accounts and creating content.

Main Activities & Tasks

- Assist with daily administration tasks such as filing, telephone calls, and data entry
- Support and plan social media and other online marketing activity for promoting project activities
- Help with data entry and analysis for monitoring and evaluation purposes
- Collaborate on reporting and evaluation to the Heritage Lottery Fund

Benefits

- Gain experience of using social media and digital marketing platforms in a heritage sector context
- Engage with software such as CRM databases, analytics, Microsoft Office Suite (including ExCel) and Google Analytics.
- Increase ability in using social media to engage people with heritage and for project promotion
- Discover and help celebrate the heritage of a dynamic area of London that also has iconic international status
- Assist in creating a digital heritage resource of the wider King's Cross area that is publicly accessible worldwide
- Understand more about reporting to the Heritage Lottery Fund to evaluate successes and participation in the project

Training & Support

- General project volunteer induction
- Full project and office induction by the Building Exploratory
- Full project and office induction by Historypin

Skills, Qualities & Interests

- Basic knowledge and experience of using computer software (e.g. G Suite) and web-based technologies.
- Knowledge of Social media platforms (eg. Twitter, Instagram etc)
- Strong written and verbal communication skills with good proofreading and attention to detail
- Ability to take initiative and be flexible
- Effective time management and organisation skills
- Motivated and willing to collaborate effectively within a team

Time Commitment

Ideally 1/2 days per week for 3 months, starting from mid September 2017

Contact

To express your interest in this volunteering role, please complete the form:

https://docs.google.com/forms/d/e/1FAIpQLSd_g5PAu27I0QU0mmZsYEn-gRqRFOoweSP3FxE120qfZYD7gQ/viewform

If you need to access the document in a different format please contact Aimee Taylor, Public Engagement Officer

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