



Communications Coordinator

The primary focus of this role is to inform volunteers and the wider general public about Motuihe events, successes and developments. There is a close association between this role and that of Volunteer Coordinator. Here the focus is on electronic information. There may be some personal contact answering queries and offering explanations.

- Edit and distribute a monthly newsletter
- File the newsletters so they form an historical record and provide a source of data for researchers and for grant applications
- Answer enquiries from members of the public both in emails and on the 0800 number
- Update the Motuihe calendar
- Update the website
- Request and receive information on Day trip activities for use in Trust advocacy
- Maintain an archive of activities since 2014 – important documents recording numbers of visitors, regulars, groups and achievements
- Update the list of regular volunteers, and the wider list of volunteers and friends
- Liaise with Vega who maintain the website.