



Manchester Soup

Volunteering opportunities

T: @McrSoup

Role: Online researcher

Organisation: Manchester Soup

Organisation overview: www.manchestersoup.co.uk

Location: Anywhere

Time commitment: 10 hours per month

Dependencies: Own computer and access to internet essential

Purpose/ summary of role: To support Manchester Soup in its growth to reach a much broader audience online and to understand their online preferences for both attracting guests to events and identifying projects to approach to pitch.

Description of tasks: The role of the researcher is to use the internet and social media to identify potential attendees for future events and potential pitchers. Individual will maintain database and be responsible for researching relevant websites, social profiles to target and provide a summary of this information via email along with any recommendations for method or approach of communication.

Skills and Qualifications

- Good verbal and written communication skills
- Approachable and friendly
- Ability to work independently and use initiative
- Good attention to detail
- Past experience of research and marketing work be an advantage, but most important is enthusiasm and initiative.
- The role requires computer skills and access to email and the internet and good knowledge of Facebook and Twitter.

Training and Support: You will be required to meet one of the founders for an overview of Manchester Soup, its aims, purpose and benefits and a brief of the role. Virtual contact thereafter to deliver updates and recommendations on research. You will receive ongoing support from the founders.

Benefits to volunteer: This is a great opportunity to make a huge difference to individuals and charities in Greater Manchester. Through researching a range of

Contact Information: Rachel Kelly, tel: 07703 563 522, Email: Rachel@manchestersoup.co.uk

individuals and groups, volunteers will have the opportunity to develop their research, PR and marketing skills.

Responsible to: Rachel Kelly, Co-founder

Application Procedure: Email Rachel Kelly expressing reason of interest in the role, including any relevant experience.

Informal Interview: Meet one of the founders for an informal discussion

Reference: As supplied

Trial Period: One month

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Rachel@manchestersoup.co.uk