



**Event and Activities Roles**

<i>Role</i>	<i>Outline of Responsibilities</i>	<i>Requirements</i>	<i>Time commitment required</i>
<b>Event assistants</b>	<ul style="list-style-type: none"> <li>• Support TMP organised events. This might include any of the following:               <ul style="list-style-type: none"> <li>– Event venue &amp; equipment set up/clearance</li> <li>– Event administrative support</li> <li>– Event stewarding</li> <li>– Event hospitality</li> <li>– Staffing a TMP event stand</li> <li>– Hosting VIPs/guests</li> <li>– Ticketing</li> </ul> </li> <li>• Working with and reporting to TMP Event Managers as part of a team</li> </ul>	Previous event experience desirable but not essential Reliable Enthusiastic Good team player Able to use own initiative	Ad hoc – 1 to 7 days per event
<b>Event social media/communications assistants</b>	<ul style="list-style-type: none"> <li>• Assist (remotely) with the creation and curation of event related content, particularly for the website and social Media</li> <li>• Support (remotely) with gaining coverage for the event from external media (news, web, TV, radio)</li> </ul> and/or <ul style="list-style-type: none"> <li>• Support with onsite event communications and social media</li> <li>• Working with and reporting to TMP Event Manager and Social Media Manager as part of a team</li> </ul>	Strong interest in event social media and communications, previous event communications experience desirable Good understanding of social media platforms essential (Twitter, Facebook, Instagram) Reliable Enthusiastic Good team player Able to use own initiative Access to own computer/laptop	Ad hoc – 1 to 7 days per event

**TMP Fundraising Roles**

<b>Fundraising assistants</b>	<ul style="list-style-type: none"> <li>• Contributing ideas and assisting with planning of fundraising activities, events and opportunities for TMP</li> </ul>	Previous fundraising or event experience desirable	Ad-hoc as required for
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	<ul style="list-style-type: none"> <li>Attendance at key TMP fundraising events</li> <li>Working with and reporting to TMP Fundraising Manager</li> </ul>	<p>Reliable Enthusiastic Good team player Able to use own initiative Access to own computer/laptop</p>	fundraising events
<b>Fundraising manager</b>	<ul style="list-style-type: none"> <li>Responsible for identifying and implementing fundraising activities, events and opportunities for TMP</li> <li>Reviewing and updating TMP Fundraising Plan</li> <li>Submission of funding proposals/bids</li> <li>Liaison with funders, as required</li> <li>Attendance at key TMP fundraising events</li> <li>Responsible for managing fundraising assistants/event assistants when required</li> <li>Working with and reporting to TMP Lead Director for Fundraising</li> </ul>	<p>Previous fundraising experience essential, fundraising event management experience desirable Excellent people skills Reliable Enthusiastic Able to work on your own Able to use own initiative Access to own computer/laptop</p>	Weekly 2-3 hours, plus ad-hoc as required for fundraising events

### **TMP Organisational Roles**

<i>Role</i>	<i>Responsibilities</i>	<i>Requirements</i>	<i>Time commitment required</i>
<b>Book keeper</b>	<ul style="list-style-type: none"> <li>Responsible for the book keeping of the organisation including the filing of any statutory returns, monthly, quarterly or annually. Main tasks include purchase ledger entries and ensuring bills are paid on time as well as the book keeping for any income from donations or otherwise.</li> <li>Responsible for the administration of gift aid claims</li> <li>Working with and reporting to TMP Lead Director for Finance</li> </ul>	<p>Previous book keeping experience essential Ideally AAT qualified Reliable Able to work on your own Able to use own initiative Access to own computer/laptop</p>	1 day a month, possibly more when year end reporting is required
<b>Volunteer manager</b>	<ul style="list-style-type: none"> <li>Lead responsibility for TMP volunteers</li> <li>Set up and manage TMP volunteer database</li> <li>Work with event managers to identify and recruit volunteers for all TMP events</li> <li>Volunteer communication and management</li> </ul>	<p>Previous volunteer experience essential/ volunteer management experience desirable Excellent people skills Reliable Able to use own initiative</p>	Initial time commitment to get volunteer database set up, then weekly 1-2 hours

	<ul style="list-style-type: none"> <li>Working with and reporting to TMP Lead Director for Volunteers</li> </ul>	<p>Able to work on your own</p> <p>Access to own computer/laptop</p>	
<b>Office manager (virtual)</b>	<ul style="list-style-type: none"> <li>First point of contact for anyone getting in touch with TMP</li> <li>Responsible for ensuring all communications received by TMP are reviewed and responded to appropriately</li> <li>General office support/management</li> <li>Event administrative support</li> <li>Occasional administrative support to TMP Chair</li> <li>Responsible for managing additional office/administrative volunteer support when required</li> <li>Working with and reporting to TMP Director for Operations &amp; Events and Chair</li> </ul>	<p>Previous experience of office management essential</p> <p>Excellent people skills</p> <p>Reliable</p> <p>Able to work on your own</p> <p>Able to use own initiative</p> <p>Good computer skills, familiar with Microsoft Office, familiarity with G-Suite a bonus</p> <p>Access to own computer/laptop</p>	<p>3-4 hours a week, spread over several days, plus extra time for event administration (to be agreed as appropriate)</p>

### ***TMP Communications Roles***

<b>Social media assistants</b>	<ul style="list-style-type: none"> <li>Assist (remotely) on a regular basis with the identification, creation and curation of content for TMP social media platforms, in particular Twitter, Facebook and Instagram</li> </ul> <p>and/or</p> <ul style="list-style-type: none"> <li>Support with onsite event communications and social media</li> <li>Working with and reporting to TMP Social Media Manager</li> </ul>	<p>Good understanding of social media platforms essential (Twitter, Facebook, Instagram)</p> <p>Strong interest in social media, previous experience in creation of content and running social media desirable</p> <p>Reliable</p> <p>Enthusiastic</p> <p>Good team player</p> <p>Able to work on your own</p> <p>Able to use own initiative</p> <p>Access to own computer/laptop and internet connection</p> <p>Competent in written English</p>	<p>Weekly 2-3 hours – may occasionally be asked to contribute on a daily basis for a short time period as part of a planned schedule</p>
<b>Social media manager</b>	<ul style="list-style-type: none"> <li>Lead responsibility for one or more TMP social media platforms</li> </ul>	<p>Excellent understanding of social media platforms and previous social</p>	<p>Weekly 2-3 hours</p>

	<ul style="list-style-type: none"> <li>• Lead the development and improvement of TMP social media to grow the audience numbers and engagement</li> <li>• Lead on the development and curation of content for one or more social media platforms, in particular: Twitter, Facebook and Instagram</li> <li>• Build relationship with and manage any TMP contractors and volunteers related to social media</li> <li>• Working with and reporting to TMP Lead Director for Communications</li> </ul>	<p>media management experience essential</p> <p>Excellent people skills</p> <p>Reliable</p> <p>Enthusiastic</p> <p>Able to work on your own</p> <p>Able to use own initiative</p> <p>Access to own computer/laptop and internet connection</p> <p>Competent in written English</p>	
<b>Journalists/ reporters</b>	<ul style="list-style-type: none"> <li>• Contribute/suggest ideas for TMP news, stories and features</li> <li>• Research and produce on behalf of TMP: <ul style="list-style-type: none"> <li>– articles/features</li> <li>– interviews</li> <li>– news stories</li> </ul> </li> <li>• Working with and reporting to TMP Website and/or Social Media Manager</li> </ul>	<p>Previous experience of journalism essential in an employed/freelance role, as a student or as a volunteer</p> <p>Reliable</p> <p>Creative</p> <p>Able to use own initiative</p> <p>Able to work on your own</p> <p>Access to own computer/laptop and internet connection</p> <p>Competent in written English</p>	4-8 hours a month
<b>Image editor</b>	<ul style="list-style-type: none"> <li>• Set up the TMP image library of photographs and videos, including to create an index/classification system</li> <li>• Identify gaps in our image library and new sources for images</li> <li>• Manage on an ongoing basis additions to TMP image library</li> <li>• Identify suitable images from our image library for TMP use as requested (including for social media, website, news articles and for TMP presentations and events)</li> <li>• Manage any TMP contractors/volunteers commissioned by TMP to supply images</li> <li>• Ensure that TMP does not breach copyright when using images</li> </ul>	<p>Previous experience of photography essential/ image management desirable in an employed/freelance role, as a student or as a keen amateur</p> <p>Reliable</p> <p>Creative</p> <p>Able to use own initiative</p> <p>Able to work on your own</p> <p>Access to own computer/laptop and internet connection</p>	Initial time commitment to get image library set up and functioning, then weekly 1-2 hours

	<ul style="list-style-type: none"> <li>Working with TMP Website and Social Media Manager, reporting to TMP Lead Director for Communications</li> </ul>		
<b>Photographer</b>	<ul style="list-style-type: none"> <li>Acting as the official TMP photographer, taking photographs at: <ul style="list-style-type: none"> <li>TMP organised activities, interviews and events</li> <li>activities and events organised by third parties</li> </ul> </li> <li>Contribute/suggest ideas to fulfil TMP objectives re raising profile of female sailors</li> <li>Edit and supply to TMP all images obtained</li> <li>Working with and reporting to TMP Image Editor</li> </ul> <p><i>NB. All images to be supplied at no cost to TMP, without restrictions on use and with joint copyright with TMP</i></p>	<p>Previous experience of photography essential in an employed or freelance role, as a student or as a keen amateur</p> <p>Reliable Creative</p> <p>Able to use own initiative</p> <p>Able to work on your own</p> <p>Access to own photography equipment and editing resources</p> <p>Access to own computer/laptop and internet connection</p>	Ad hoc – Occasional project based work
<b>Film editor</b>	<ul style="list-style-type: none"> <li>Film, edit and create videos for TMP use including <ul style="list-style-type: none"> <li>interviews</li> <li>events</li> <li>promotional videos</li> <li>videos to support TMP key work areas</li> <li>fundraising</li> </ul> </li> <li>Contribute/suggest ideas to fulfil TMP objectives re raising profile of female sailors</li> <li>Edit and supply to TMP all footage obtained</li> <li>Working with and reporting to TMP Image Editor</li> </ul> <p><i>NB. All footage to be supplied at no cost to TMP, without restrictions on use and with joint copyright with TMP.</i></p>	<p>Previous experience of film making/editing essential. This can be in an employed/freelance role, as a student or as a keen amateur</p> <p>Reliable Creative</p> <p>Able to use own initiative</p> <p>Able to work on your own</p> <p>Access to own film making equipment and editing resources</p> <p>Access to own computer/laptop and internet connection</p>	Ad hoc – Occasional project based work

### **TMP Specialist Advisor or Project Roles**

These roles are advisory or short-term roles where we require specialist support or advice to develop and implement a specific TMP project.

<i>Role</i>	<i>Responsibilities</i>	<i>Requirements</i>	<i>Time commitment required</i>
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<b>GDPR advisor</b>	<ul style="list-style-type: none"> <li>Advise TMP on compliance with GDPR requirements</li> <li>Assistance with implementation of requirements</li> </ul>	In depth understanding of GDPR	1-2 days in total
<b>Database/CRM specialist</b>	<ul style="list-style-type: none"> <li>Advise TMP on establishment of future contacts database or CRM system to meet current and planned future needs</li> </ul>	<p>Previous experience of setting up a CRM or contacts database essential</p> <p>Experience of operating within a not for profit/charitable organisation desirable</p>	To be defined, probably 4-5 days in total
<b>Graphics designer</b>	<ul style="list-style-type: none"> <li>Graphics support to create infographics, publications, logo work etc for TMP</li> <li>Working with image, branding and web teams, reporting to TMP Website Manager</li> </ul>	<p>Previous experience of graphic design essential either in an employed or freelance role or as a graphic design student</p> <p>Reliable</p> <p>Creative</p> <p>Able to use own initiative</p> <p>Able to work on your own</p> <p>Access to own computer/laptop and internet connection</p>	Ad hoc – Occasional project based work
<b>PR advisor/consultant</b>	<ul style="list-style-type: none"> <li>Support TMP with PR needs</li> <li>Review of our messaging and creating a support plan</li> <li>Working with and reporting to TMP Lead Director for Communications</li> <li></li> </ul>	<p>Previous experience as a PR advisor or consultant essential</p> <p>Experience of operating within a not for profit/charitable organisation and/or within a diversity &amp; inclusion setting desirable</p>	Ad hoc consultancy/reviews and support for messaging

### Our requirements

We are looking for diverse volunteers, female and male and from age 18 upwards (no upper age limit!). Although TMP governance is mainly UK and USA based, we welcome all nationalities as our activities and events take place around the world. Applicants with disabilities welcomed.

We are small organisation run mostly by volunteers, so whatever role you fulfil you must be reliable and able to use your own initiative. In some roles you will be working as a team, in others on your own. You must have a good understanding of spoken and written English.

As we are a charity with limited resources we do not pay any of our volunteers and encourage everyone to cover their own expenses, if they are able to. However, we don't want to stop anyone from applying so we will consider requests to cover expenses if you are on a low income. We cannot supply I.T or phones at the current time, so you will need to have access to your own phone and computer if you would like to do one of the organisational or communications roles.

**What you will get from being a TMP volunteer**

- New friends – meet some great people!
- Satisfaction from knowing you are making sailing a more diverse sport
- A chance to share your enthusiasm, creativity and knowledge with us
- The opportunity to develop your knowledge and skills in a fun environment
- A positive feeling - you will be making a difference
- Something for your career or sailing CV (if you need it!)

To become a TMP Volunteer complete our [Volunteer Application Form](#) providing us with your contact details, the role(s) you are interested in and a bit of background about yourself.