



ST WILFRID'S PROCESSION

GENERAL ASSISTANTS

Role Profile

General Assistants Role Profile

ROLE OVERVIEW

The Committee are currently seeking people with spare time to assist with the delivery of letters, the distribution of posters & leaflets and other general admin tasks.

KEY RESPONSIBILITIES

- Assisting our marketing team with management of Social Media and website
- Assisting the committee with administrative tasks such as deliveries & collection
- Walking the route for the duration of the procession on Saturday 30th July with a collection bucket to collect donations

KNOWLEDGE & EXPERIENCE

- Strong organisation skills
- Strong interpersonal skills
- Friendly & welcoming personality
- Social Media & Website Skills are desirable