**Employer Name:** Senior Citizens Support Group

**Employer Address:**

Senior Citizens’ Support Group

7 Old Town Hall,

Westfield Road,

Horbury,

WF4 6HR

**Number of positions available:** 1

**Placement Description:**

* Gathering information on local and more specialist media available - using Excel to build a usable database of information
* Develop a questionnaire to probe use of media within the target groups
* Developing marketing operations plan for various events - this will involve contact with other volunteers at SCSG and external contacts
* Creating information and advertising leaflets to promote and support planned marketing activity
* To update social media at regular intervals - Website, Facebook, Twitter etc
* Other relevant marketing/business activity as and when required
* They are a small team of dedicated volunteers working both as a team and individually to provide administrative support for the Senior Citizens Support Group which is a charitable organisation.
* The student would be working closely with office staff and although would be well supported and mentored, we would require a mature approach to work.

**How to apply Vacancy number:** SEN001

Email a completed CV to [workplacements@wakefield.ac.uk](mailto:workplacements@wakefield.ac.uk) with the vacancy number.

Successful applicants will be sent additional information to prepare for interview.

If you would like a chat about the opportunity, please contact the Work Placement Team on 01924 789413.

Don’t forget to let us know the vacancy number for the placement you are applying for.

We will not be able to process your application without it!