

## Volunteer Role Profile: Maltings Ambassador

**Department:** Marketing  
**Responsible to:** Communications and Marketing Manager  
**Supervised by:** Allocated member of the marketing team

### Background

Farnham Maltings is a pioneering cultural organisation based in Surrey with a local, national and international reach. For over 50 years, Farnham Maltings has been bringing artists, makers and communities together to improve the quality of people's lives through art. Our extensive programme includes theatre, cinema, craft, comedy, music, festivals, workshops and family activities. In addition, we have run the Museum of Farnham since 2012 and we also provide a range of community outreach activities in the local area. We have over 100 volunteers at the Maltings and Museum and are extremely grateful for the time and expertise they bring. For more information about what we do, please see our website: [Home | Farnham Maltings](#)

### Main Objectives

- Be a community champion for the work and activities of Farnham Maltings and Museum
- Distribute Farnham Maltings and Museum brochures and flyers to various venues in and around the local area
- Reach out and introduce Farnham Maltings and Museum to new audiences and increase awareness of our fantastic programme of events and community activities.

### Main Tasks

- Help promote the Maltings and Museum at events in Farnham town centre and beyond
- Take part in promotional events at the Maltings, Museum or at our community activities
- Give talks to different groups about what's on at the Maltings and Museum
- Distribute our brochures and flyers to a variety of venues in and around the local area
- Keep an eye on whether our brochures or flyers need topping up in a venue
- Removing out-of-date material from a venue
- Report back to the marketing team about where and when you have taken printed material
- Attend group meetings with the marketing team who can update regarding upcoming events and activities
- For those with links to schools and youth groups, we are particularly keen to promote our family and young people events

### Commitment

We produce our brochures 3 times a year so we need distribution volunteers in December, April and August but also have printed flyers for specific events throughout the year on a flexible basis. Talks and promotional events take place throughout the year.

## Key Qualities, Experience and Skills

Please note that Maltings volunteers must be aged 18+.

Requirements	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> <li>Reliable</li> <li>Friendly, polite and courteous</li> <li>Community-minded</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the arts</li> </ul>
Experience and Skills	<ul style="list-style-type: none"> <li>Knowledge of the local area</li> <li>Comfortable speaking in public</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the local community</li> </ul>

## Application Process

- Complete an application form including 2 references
- Informal chat at the Maltings to find out more about the role
- Taster session
- Farnham Maltings will confirm when references are approved

## Onboarding Process *(if the application process has been successful)*

- Attend an induction session
- Sign our Volunteer Agreement
- 6-week then ongoing reviews to check you are happy with everything and to answer any queries

## Benefits of Volunteering at the Maltings

- Being part of a pioneering cultural organisation with a regional, national & international reach
- A friendly and lively environment to work in
- Ongoing training to ensure that you feel comfortable with your volunteering
- Flexible volunteering
- Complimentary tickets for personal use (conditions apply depending on the event)
- Free tea or instant coffee whilst on volunteering duty
- Free parking whilst on volunteering duty
- A range of social events including coffee mornings, summer BBQ and Christmas party
- A regular volunteer newsletter to keep you updated with information

## Other information

- You are welcome to distribute our brochures and flyers on foot if you live near a venue.
- If you are using your car, we ask that you inform your car insurance provider who should provide volunteering cover for free
- Car travel expenses can be claimed using the standard HMRC rate of 45p a mile
- Please note that some lifting may be required for this role (manual handling training will be provided)

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To receive a volunteer application form or if you have any queries, please contact our volunteering team: [fm.volunteer@farnhammaltings.com](mailto:fm.volunteer@farnhammaltings.com)

***Thank you for your interest in volunteering at the Maltings - we look forward to hearing from you!***