

VOLUNTEERING OPPORTUNITIES

The Melting Pot is a not-for-profit social enterprise that aims to inspire and support people to realise their ideas for a better world. We provide shared workspace for people working for social, economic or environmental well-being, and publicly available meeting and events space.

www.themeltingpotedinburgh.org.uk



Our new volunteering programme, supported by the Scottish Government's Third Sector Enterprise Fund, is for people interested in developing their skills in event management, marketing and communications in a social enterprise context. The programme will run from November 2009 for one year.

The volunteering will take place at The Melting Pot in central Edinburgh. We are at 5 Rose Street, close to all public transport links. We are open from 8.30am to 6pm every week day, with late night opening until 9pm on Tuesdays and Thursdays.

We will reimburse childcare expenses, public transport expenses, and/or pay a bicycle mileage rate (20p/mile). Free food is sometimes available to staff and volunteers after events!

Placements and internships

An opportunity to gain general experience in the range of The Melting Pot's work through working alongside our staff, focusing particularly on the following areas:

Hosting

- Hosting and servicing a busy and diverse programme of events
- Assisting TMP team with general reception duties and workspace hosting

Marketing

- Market research
- Data integrity
- Working on specific marketing initiatives such as our new Assisted Places scheme

Placements can last from between 1 and 3 months, with a time commitment of up to 3 days a week, to be worked flexibly.

Skills required

- Excellent computer skills
- Attention to detail and accuracy
- The ability to work independently once training has been given
- An interest in social enterprise would be an advantage

Projects

We are also looking for people with specific skills to assist us on short-term projects. This would particularly suit people looking to develop a portfolio in marketing, design or press and PR work and with skills in these areas. The time commitment would depend on the project.

Contact: Verity Leigh

0131 243 2623

verity@themeltingpotedinburgh.org.uk