

Northamptonshire Family History Society

Role Description: Events and Outreach Officer

Location: Working from Home
Reports to: Chair/Executive Committee

Position Overview:

Working closely with the Chair and Administration Officer, you will play a key role in organizing the Society's participation in events and fairs, as well as general marketing, publicity and other outreach activities.

Key Responsibilities:

1 General Publicity:

- Liaise with the Webmaster & Social Media Officer, Footprints Sub Editor and Newsletter Officer to publicise branch and online meetings, surgeries or events that the Society is either organising or attending. This could include the production of images and posters.
- You will maintain the dedicated Society noticeboards at Northamptonshire Archives and arrange for display of posters/other notices at libraries and other relevant locations.

2 Outreach Events:

- In conjunction with the Chair, you will help organise Society run events such as workshops or conferences or attendance at other family history fairs. This could include organizing equipment such as banners, displays, leaflets, float and other requirements as well as liaising with the Bookstall Officer regarding their requirements.
- You will organize the manning of such events by yourself, other committee members or volunteers.

3 Communication:

- Liaising with the Administration Officer you will publicise Society outreach events to external organisations. This will include other family history groups, the Family History Federation, Northamptonshire Heritage Forum and Northamptonshire Archives.

Desirable Experience:

- Experience in event planning would be advantageous.
- A strong passion for family history research and genealogy
- Ability to work independently as well as part of a team, demonstrating flexibility and adaptability.

Other Aspects:

This is a volunteer position and unremunerated.

Reasonable expenses may be claimed for expenditure incurred on Society business.

If Interested:

Please get in touch via info@northant-fhs.org giving as much information as possible.

All expressions of interests will be acknowledged.