

ROLE DESCRIPTION

Literature Distribution

Hand out leaflets arrange and **deliver posters** for display in shops, libraries and other public places. Staff RGM's information stall at fairs and other events.

Times

Regular distribution of leaflets and posters prior to events in season. Attend fairs as and when needed.

Frequency

Place posters two weeks before each event in season.

Location

Collect publicity material from RGM and distribute to own local area. Attend fairs and events in and around Waltham Abbey.

Duties

1. To deliver/handout leaflets and other official information to relevant parties.
2. To approach the public in a friendly manner to promote the Royal Gunpowder Mills as a visitor attraction.
3. To answer questions and/or direct interested parties to where they may find further information about the Royal Gunpowder Mills.
4. To carry out other appropriate duties from time to time.
5. To feedback comments favourable or otherwise to the duty manager.
6. To be responsible for materials and items used in conjunction with the duties carried out.
7. To ensure that all work is carried out in accordance with the Company's Health and Safety policy and other relevant policies.

Skills/experience/attributes required

1. Ability to communicate in a positive, polite and helpful way with a wide range of the public.
2. An interest and at least basic knowledge of the Royal Gunpowder Mills facilities and events.