



Volunteer Recruitment Pack

Marketing Support

About Young Creative Bucks CEP

Young Creative Bucks CEP (YCB) is Buckinghamshire's Cultural Education Partnership. Our mission is to enable every young person in Buckinghamshire to embrace and benefit from creative and cultural opportunities.

We are a small but ambitious emerging charity, bringing together schools, cultural organisations, and creative professionals to improve access, equity, and pathways into arts, culture, and the creative industries. Through collaborative programmes and networks, we support children, young people, educators, and the wider cultural sector.

YCB became a Charitable Incorporated Organisation (CIO) in November 2024. We are seeking an experienced and proactive Treasurer to join our Board of Trustees, helping us grow sustainably and increase impact across the county.

For more information about our work and future plans, we welcome you to explore our:

- [Strategy](#)
- [Consultation Report](#)
- [Implementation Plan](#)

You can also find more about us on our [Website](#).

Governance

The Charity is governed by the Board of Trustees, which is responsible for:

- Establishing the overall direction of the Charity, including its mission, aims, and strategies.
 - Ensuring that the policies of the Charity are in keeping with its aims and strategies.
 - Working to ensure that the Charity has the resources, both human and financial, to achieve its aims and strategies.
 - Monitoring and evaluating the progress of the Charity against its aims and targets.
 - Ensuring that the Charity functions within legal and regulatory requirements.
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Management Structure

Young Creative Bucks is governed and supported through a layered structure that brings together expertise from education, culture, community, and industry:

- **Board of Trustees** – Provides strategic leadership, financial oversight, and ensures the charity delivers its mission as a CIO.
- **Directors** – Responsible for operational leadership, delivery of programmes, and day-to-day management.
- **Cultural Education Advisory Forum CEAF (in development)** – A collective of sector specialists offering insight, challenge, and guidance on sector needs and emerging opportunities.
- **Cultural Partners & Practitioners** – Organisations and freelance professionals who collaborate on programmes, co-delivery, co-design, and sector development.
- **Creative & Cultural Champions Network** – Educators and school leaders who advocate for arts and culture within Buckinghamshire’s schools and help shape opportunities for young people.
- **Wider Creative & Cultural Community** – The broader ecosystem of artists, organisations, venues, festivals, and industry partners who contribute to cultural life in Buckinghamshire and engage with YCB’s work.



Volunteer Marketing Support

Young Creative Bucks (YCB) is a small, youth-focused charity working across Buckinghamshire to improve access to creative and cultural opportunities for children and young people.

We act as a connector between education, culture and the creative industries — helping to increase awareness of opportunities, strengthen relationships across the sector, and support more equitable access for young people who may not otherwise engage with creative pathways.

Our work focuses on amplifying youth voice, sharing and signposting opportunities, and supporting the wider ecosystem that enables young people to explore creativity, build confidence, and understand future pathways.

With a very small core team, we rely on clear, realistic and consistent marketing and communications to help us stay visible, build partnerships, and ensure opportunities are shared effectively with the people who need them most.

The opportunity

We are looking for a volunteer with marketing, communications or digital content experience to support our marketing and communications activity.

This role is ideal for someone who wants to use their skills in a flexible, purpose-led way to help improve how creative and cultural opportunities are communicated to educators, young people and partners across Buckinghamshire.

You will help ensure our messaging is clear, consistent and accessible — and that opportunities, stories and updates are communicated in a way that encourages engagement and participation.

What you will be doing

Working closely with the Director of YCB, you will support a mix of content creation and practical marketing activity, including:

- Writing short social media posts based on provided briefs, key messages or notes
- Supporting or drafting newsletter content using templates and guidance
- Scheduling and preparing social media content
- Uploading and updating website content (news, opportunities, events)
- Helping maintain mailing lists and basic contact data
- Supporting communications for events, networks and partner activity
- Reworking or adapting existing content into clear, accessible copy for different audiences
- Helping ensure consistent messaging across channels

All work will be clearly briefed, and you will be supported with tone of voice guidance, key messages and examples. Content will always be reviewed before publishing.

Who we're looking for

We're looking for someone who has:

- Experience in marketing, communications or content creation
 - Strong written communication skills and confidence writing short-form copy
 - The ability to write clearly and adapt tone for different audiences
 - An interest in education, young people, or the creative and cultural sector (desirable, not essential)
 - An ability to work independently within clear guidance and structure
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Time commitment

- Approximately 1–4 hours per week or month, depending on tasks
 - Work is planned in advance rather than reactive
 - Remote volunteering where possible
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Support you will receive

- Clear written briefs for all tasks
- Templates, examples and messaging guidance
- Direct support from the Director of YCB
- Regular feedback and check-ins
- A structured and realistic marketing plan to guide activity

We place strong emphasis on making volunteering clear, manageable and well-supported.

What you will gain

- Experience supporting a youth-focused cultural education organisation
 - Insight into how access to creative and cultural opportunities is communicated and supported
 - Portfolio content and references if required
 - A chance to contribute to a mission-led organisation working across Buckinghamshire
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How to apply

Please apply via Reach Volunteering with a short summary of your experience and interest in supporting Young Creative Bucks.

