



## Volunteer Position: Photo Library Worker

### About us

The Hornbeam Centre is an environmental hub and cafe which works with residents of Waltham Forest, enabling and empowering them to live more sustainable lifestyles. We develop local projects focusing on healthy, affordable, sustainable food, waste reduction and conserving resources, and provide an affordable space for local groups to meet.

### About the role

This role is to provide support to the publicity coordinator in the setting up and administration of a new on-line photo library for The Hornbeam Centre.

**Responsible to** Sue Wheat – publicity worker

### Description of tasks

You will:

1. Initial transfer of existing Dropbox stored publicity, project and event photos to on-line photo library
2. Work with our project workers to transfer their photos, from phones and personal computers to the correct place in the photo library
3. Support workers to set up app and learn how to use it
4. Oversee the filing of photos going forward

### Time commitment and location

This role consists of one morning per week in office with additional hours working from home. It is based at home and in our offices at The Hornbeam Centre.

### Skills needed

*Essential:* experience of using an on-line photo library (Flickr, SmugMug) and at ease with using Dropbox and Google Drive

*Desirable:* experience of archiving media including photos and video

### What we can offer

Induction and training, ongoing support and the opportunity to develop skills. Travel expenses, refreshments and lunch (if working at Hornbeam).

### Benefits of volunteering at Hornbeam

You'll meet new people and be part of a team working closely with the community on environmental issues.

### How to apply

Email Sue ([info@hornbeam.org.uk](mailto:info@hornbeam.org.uk)), and please put the reference 'Volunteer Photo Library' in the subject heading. Let us know in the email why you're interested and telling us about your availability and skills. Also get in touch if you'd like to know more.

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