**LLA Vacant Team Roles 2021/22:**

Co-Head Organiser (Marketing and Finance)

* Oversee and co-ordinate the general running of the competition and its affairs.
* Design and implement marketing resources such as Posters, Adverts, Bookmarks and Graphics.
* Liaise and communicate with media outlets, societies, local businesses, and universities to find opportunities for collaboration and promotion.
* Inform, advise, and direct the online content officers to ensure all information is clearly presented on social media and our website.
* Work within a tight budget to find the most effective ways to raise awareness of the competition throughout the county.
* Work with the publisher to draft and format the anthology to be consistent with our design requirements.
* Work with the Finance Officer to ensure we remain on budget and to calculate funds available for marketing purposes.
* Work with the Finance officer to complete and submit grant applications and to organise fundraising methods.
* Act as signatory on the LLA bank account.
* Promote and direct the sale of anthologies online and in-person.
* Conduct any media and press requirements, as necessary.

Finance & Fundraising Officer

* Oversee the general finances of the competition.
* Identify and complete funding applications made to bolster the financial health of the competition.
* Stay in regular contact with Beaten Track Publications for updates on sales of the 2020 anthologies and any monies owed to us and/or the publisher.
* Co-ordinate with the ELCW department on our allocated annual funding from them.
* Co-ordinate and oversee any fundraising events held by the competition.
* Act as a signatory on the LLA bank account.

Administrator

* Handle any general enquiries sent to the email regarding the competition.
* Assist the finance officer on completing any funding applications where necessary.
* Contact local schools, colleges, universities, and businesses about the possibility of hosting creative writing workshops, and co-ordinate the logistics of any such events.
* Co-ordinate any press releases with the Lancaster University PR department, ELCW department, and any other parties of interest.
* Assist other team members with their duties where necessary.

Online Content Officer (Website)

* Redesign and update the website for the 2021 competition.
* Regularly update the competition’s website with news and information regarding the competition.
* Maintain the website and fix any technical errors, especially those regarding the competition entry forms.
* Explore the possibilities of new parts of the website, such as an online sales tab for anthologies.
* Assist with the social media officer’s duties when necessary.

If you have interest in taking any of these roles, please email Daniel Findell (Head of Judging & Recruitment) at [d.findell@lancaster.ac.uk](mailto:d.findell@lancaster.ac.uk) with a 100 word paragraph outlining your interest and any experience and/or qualities you would bring to the team/role.

**Deadline: Friday 10rd September 2021**