



Sidney Yankson

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Literature Distribution Co-ordinator

Role Description:

Provide central co-ordination of literature delivery across the constituency of Southampton Itchen.

Responsibilities:

- Manage the distribution process from delivery to office through to delivery networks.
- Put a 'cascade' system in place to ensure quick and effective literature distribution.
- Recruit new deliverers and fill gaps in the delivery network.
- Ensure that printed material is delivered within the timeframe agreed in the Campaign Plan.
- Calculate the required capacity (i.e., number of volunteer hours required) to ensure full literature distribution coverage in target areas.
- Ensure that the whole area is mapped with deliverable walk routes, and that literature is bundled, labelled and mapped for distribution to volunteers.
- Create a delivery 'hit squad' to move resources where required to cover any gaps in the delivery network.
- Work with the Campaign Manager on literature Action Days in target areas.

Please complete the application form on the website:

www.sidneyyankson.uk/volunteer

Thank you.

Sidney