



Role description for Communications Volunteer

REPORTS TO: Tim Sheehan, Communications and Events Officer

PURPOSE: To provide support to the central team's communications function

HOURS: Varies depending on volunteer availability and nature of individual tasks

BASED AT: Working from home

DUTIES CAN INCLUDE:

- Assisting with sourcing of content, design and production of communications materials
- Writing and proof-reading articles for newsletters, website, intranet and social media
- Writing posts for Facebook, LinkedIn, Instagram and other social media sites
- Scheduling posts via social media scheduling tools
- Devising ideas for communications campaigns
- Keeping up to date with trends in communications tools, channels and design
- Using analytics to evaluate the reach of communications activity
- Liaising with contacts and maintaining contacts database
- Communicating with staff on communications issues
- Assisting with other communications projects that arise

SKILLS / ATTRIBUTES & ABILITIES REQUIRED:

- Interest in communications work, ideally with some experience or training in this area
- Good written English, including excellent attention to detail and the ability to write in a clear and concise way
- Good IT skills: confidence with MS Word, email and using the Internet
- Experience of using social media sites including Facebook, LinkedIn and Instagram
- Reliability
- Ability to perform tasks without constant supervision
- Ability to keep information confidential and respect the sensitive nature of material received and dealt with by the organisation

WHAT WE OFFER:

- The opportunity to learn more about the voluntary sector and to gain valuable skills and experience

- Working from home allowance (in line with our Volunteers' Expenses Policy)
- The opportunity to attend training courses
- Support and supervision
- References (after completion of 3 months volunteering with us)

**If you are interested in applying for this volunteer role
please email our Volunteering Team: volunteering@rbmind.org**

Thank you for your interest in Richmond Borough Mind.