Communications Assistant Volunteer

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| Role: | To help create engaging content for C&C’s website and social media channels, raising awareness of news and exciting stories relating to our charity providing housing for vulnerable older adults in London.  |
| Where:  |  Home-based (with occasional Skype meetings) |
| When:  | 2 – 3 hours per week.A minimum volunteer commitment of 6 months is required. |
| Why:  | * Increasing the volume of stories and articles communicated by C&C.
* Actively driving new and creative content ideas.
* To improve visibility of our residents and their stories.
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| What does the role involve: | * Manage, update and create content for our Blog sourcing content and images; produce marketing materials and key publications
* Working with the Marketing Team to support on brand awareness and publicity goals.
* Interviewing residents and customers.
* Finding stories.
* Encouraged to suggest new and creative ideas for stories and content.
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| Attributes / skills attributes needed: | * Strong verbal and written skills.
* Passionate about writing, finding stories, and content creation. A journalistic flair would be an asset in this role.
* Understanding of accessible and professional writing styles.
* Design skills would be a bonus.
* Able to work on own initiative and remotely.
* Openminded teamplayer ready to work with people from all backgrounds, cultures and ages.
* Reliable and can be trusted to maintain a professional and polite manner as you will be representing our organisation through your volunteer work with us
* Able to volunteer 2 or 3 hours a week for at least 6 months.
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| What’s in it for you?  | * Opportunity to expand your skills and improve CV, whilst making an impact on the lives of vulnerable older adults in London.
* Opportunity to bring creativity and ideas forward.
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| What you can expect from us: | * Exposure to various communications and marketing activity; this is especially helpful for someone looking to supplement communications/marketing knowledge with practical experience in a work environment.
* Opportunities to learn about and gain experience in managing digital channels like websites and social media • A chance to build a creative portfolio including written content and branded collateral
* Regular support from the Marketing Team to help personal development and achieve goals
* Onboarding session with the Volunteers Coordinator
* Online training for the role.
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