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. |
| 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. |
| 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. |
| 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. |
| 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. |