

Communications Volunteer Role Description

At Richmond Borough Mind, we're on a mission to raise awareness of our work and reduce stigma around mental health. Through dynamic events and impactful fundraising, we strive to make a significant difference in our community. Join us in our exciting journey as one of the Mayor of Richmond's chosen charities for May 2024 to May 2025!

PURPOSE:	We are looking for a Volunteer to provide support to the central team's communications function. Your role can be flexible depending on your skills, experience and interests.
REPORTS TO:	Communications and Events Officer
HOURS:	Vary depending on volunteer availability and nature of individual tasks
LOCATION:	Volunteering 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 tweets and posts for Twitter, Facebook, 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, Twitter 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

If you have specific skills that you think might be useful please let us know when you apply.

Benefits

- The opportunity to learn more about the voluntary sector and to gain valuable skills and experience
- Volunteering 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 or would like further information on volunteering with us, please email our Volunteering Team volunteering@rbmind.org click on the QR code or call 07849 090901



Thank you for your interest in Richmond Borough Mind