

## Communications Volunteer

**Hours required:** 10 - 15 hrs per week (can be flexible)

**Location:** SIA House, Oldbrook Milton Keynes.

**Commitment required:** 4 months (with the potential to renew the opportunity). the role will be subject to a one month trial period

**Team:** You will be working in the communications team supported by the communications coordinator

**Headline:** An opportunity to gain experience in a range of communications disciplines, including social media, working for a charity that delivers innovative and meaningful campaigns on a national level.

### Tasks and responsibilities:

- Collate social media content from across the organisation
- Draft and schedule social media content to be approved by the communications coordinator
- Gather data from social media to interpret with the communications coordinator on a monthly basis.
- Offer creative ideas, and support the wider comms team with day-to-day tasks to develop their skillset.

### Benefits of volunteering in this role:

- This will be an opportunity to experience being part of an active communications team developing campaigns on a national level.
- Primary responsibility will be social media, but there will also be the opportunity to experience other areas of communications, including website management, public relations, marketing, photography and videography.
- You will gain experience creating content and writing copy for social media, as well as other purposes, such as web content.
- You will learn about the importance of building and maintaining a clear brand identity and be involved in creating a range of content and materials that fit our brand and hit key messages.
- You will gain experience interpreting data based on social media.
- You will have the opportunity to contribute creative ideas to the develop of innovative social media campaigns.

### Necessary skills:

- Creative

- Familiarity with different social media platforms
- Writing skills
- Ability to hit deadlines
- Punctuality
- Organised

#### Selection process:

- Complete the volunteer interest form on the SIA website or submit a CV & Cover letter to Alex Sidwell [a.sidwell@spinal.co.uk](mailto:a.sidwell@spinal.co.uk)
- Informal chat at SIA House (less than 30 mins) We want to meet you, get to know a little more about you and find out why you want to become a volunteer. It is also an opportunity for you to ask questions about the role and what your activities may look like.
- We will also ask you to provide two referees.
- You will start your training - there are some mandatory online courses all volunteers need to attend and you will receive the relevant role specific training throughout your time with SIA.
- You will have a specific volunteer supervisor you will work with and who will support you during your volunteering.
- Get started! We will invest in you so please be prepared for ongoing training and support.

#### Other

- Reasonable travel expenses will be covered by SIA. This will be discussed with you during the application process.

#### Contact

for further information please contact Alex Sidwell at [a.sidwell@spinal.co.uk](mailto:a.sidwell@spinal.co.uk)

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