

Communications Assistant - Volunteer

Role An opportunity for a flexible and organised volunteer to support The Haven with developing and implementing our communications strategy.

Benefits to you:

- Work experience in public relations and communications in the third sector, which will complement your CV.
- Volunteering for a community focussed organisation as you play a key part in raising awareness of domestic abuse and how it affects women and children.
- Training in awareness of domestic abuse and related issues.
- Challenged with helping us increase brand awareness and grow our online community in these very uncertain times.
- Positive professional reference upon volunteering completion.

Responsibilities:

- Assist with developing and managing brand identity.
- Assist with creating rich and engaging content for our digital channels – website, social media, etc.
- Assist with creating promotional materials, including posters, flyers, brochures etc.
- Assist with fact-checking, copy-editing, and formatting assistance for communications.
- Assist with updating PR logs and media lists.
- Assist with developing and implementing communication campaigns.
- Assist with monitoring public opinions and current domestic abuse related issues.
- Assist with arranging interviews with media outlets and drafting and distributing press releases.
- Assist with the preparation of annual reports, presentations and other corporate documents.
- Assist with researching and creating content for our quarterly newsletter which goes out via Mailchimp.

Reporting to: Architect of Stories

Location: Volunteering remotely with possibility to be office-based in Wolverhampton when Covid-19 restrictions lift

Hours: Minimum 4 hours per week

Training: Some mandatory dependent on hours volunteered to include Induction training: domestic abuse awareness, confidentiality and information sharing, equity and disability, equality and diversity, coercive control. Access to other free training on subjects pertaining to domestic abuse and violence against women and girls.

Requirements:

- A commitment to women’s and children’s rights and keen interest in making a positive impact in the community.
- A creative eye with graphic design knowledge and interest.
- Experience using Microsoft Office Packages, updating Excel Spreadsheets.
- Excellent written and oral communication skills.
- Flexibility, reliability and commitment.