



COMMUNICATIONS VOLUNTEER ROLE

Communications volunteers are essential to helping us maintain a public presence on social media and through other available channels.

AS A COMMUNICATIONS VOLUNTEER YOU WILL:-

Regularly update our website, facebook, X (formally Twitter) and LinkedIn pages

Keep an eye out for opportunities for publicity (events to attend etc.)

Prepare newsletters, bulletins and publicity materials

Potentially get involved in media liaison if agreeable to both Project and volunteer

Ensure that any data regarding MBP cases is made public only in line with MBP policies and the General Data Protection Regulations 2018 (GDPR) and is anonymised. Ensure that any case studies or client interviews are presented in line with the above policies and regulations and only with full consent from the client, taking care to change details as required to protect the client's privacy.

TIME COMMITMENT

In order to maintain an active social media presence and/or prepare regular updates and newsletters, the role requires around 1-2 hours per week of activity. This can be done remotely (from the volunteer's home) or at our office. It may be beneficial for the volunteer to attend the office from time to time.

We ask that all our volunteers commit to volunteering with us for a minimum of six months.

HOW YOU WILL BE SUPPORTED IN THIS ROLE

Induction training and a briefing of our needs will be given at the start of volunteering

We will seek to identify useful external training to help you in your role and try to fund this where possible

Supervision will be provided by the Volunteer Manager, including identifying any training needs or development interests

Employability support and references will be provided after a minimum of six months volunteering

WE NEED PEOPLE WHO ARE:-

- Passionate about supporting people in the asylum process
- Reliable
- Have great communication skills
- Have strong IT skills, particularly with social media, desktop publishing or another relevant area
- Able to work well in a team