

We are looking for volunteers to support our Communications Lead to execute our marketing plan to promote Positively UK to a wider audience through creation of media assets and content for our website and social media channels.

Number of volunteers required: 1 for social media 1 for graphic design/communications

Location: Any UK location

Commitment: at least 3 hours per week for at least 3 months

Reports to: Fundraising and Communication Lead

DBS: Not required

Key responsibilities may include:

1. Support to create and design content for our website and social media channels
2. Support to create newsletters, marketing e-mails and other publicity materials
3. Plan and review our weekly and monthly social media schedule
4. Source and produce content that is consistent with our projects for social media channels
5. Monitor website/social media analytics and engagement with audience
6. Liaise with staff team to source information and articles for various communication channels

Person specifications:

1. Very strong written-online communication skills
2. Knowledge of graphic design tools (Adobe Photoshop, Adobe InDesign, Adobe Illustrator/ Canva)
3. Understanding and/or previous experience in marketing
4. Ability to use the Microsoft office suite (Word, PowerPoint, Excel)
5. Meticulous attention to detail
6. Some knowledge and/or experience with HTML
7. Ability to be creative and innovative
8. Preferably knowledge of Google Analytics

Benefits offered:

1. Volunteer induction and training
2. Internal training on communications
3. Potential to attend some relevant external training and events