

Volunteer Role Outline

Role title
Assemble Communications Volunteer
Based at location
Remote or at Compass House
Purpose of the role
To support the Volunteering team in gathering and creating content for use on BBOWT's volunteer management system called Assemble.
Type of work in which you will be involved
Writing text, light graphic design work, as well as taking and editing photographs and/or videos (if that is of particular interest). Some content research will also be required.
Experience &/or qualifications needed
Experience of using social media platforms essential Good writing skills required Photography and/or video skills are useful Basic graphic design knowledge is an advantage
Suitable for Under 18s
No
Times/days we would like you to be available
Weekdays to have a regular online meeting with the Volunteering team at an agreed time. Tasks can then be completed at a time to suit you as agreed with the Volunteering team.
Benefits to volunteer & possible training opportunities
The opportunity to promote volunteering at Berks, Bucks and Oxon Wildlife Trust. This role offers an insight into the workings of a charity volunteer management system, with opportunities to create real-life news stories and promotional material. BBOWT arranges regular events with opportunities to meet other volunteers and staff and hear about the activities and strategies of the Berks, Bucks and Oxon Wildlife Trust. We also have an email newsletter for volunteers called Grapevine.



You will be responsible to
Volunteering Development Manager
Expenses payable
No
Interview, References or DBS check required
Online introductory interview and evidence of previous work required.

