

Volunteer Role Outline

Role title
Assemble Communications Volunteer
Based at location
Remote
Purpose of the role
To support the Volunteering Team in gathering content and creating stories for BBOWT's new volunteer portal called Assemble. You would be finding and sharing good news stories on the Assemble roll out as they happen, including capturing positive experiences, successes, and stories from staff and volunteers to turn them into engaging content for the news section on our Assemble volunteer portal.
Type of work in which you will be involved
• Celebrate the Assemble roll-out – help capture and share the successes, milestones and positive experiences • Tell the good news – create short, engaging stories that highlight what's working well and the difference Assemble is making • Spot the success stories – connect with staff and volunteers to find great examples, feedback and moments worth celebrating • Flexible and short-term – contribute remotely, with a manageable commitment that fits around your availability • Use your creativity – turn real experiences into positive stories • Help build excitement – showcase progress, celebrate teams and volunteers, and encourage others to get involved with Assemble
Experience &/or qualifications needed
This role is for someone who enjoys talking to people, spotting a good story and helping to celebrate the difference a new system is making. These stories will help build enthusiasm, recognise the people making the roll-out a success and showcase the positive impact of Assemble. You don't need any previous experience to volunteer in this role. We're looking for someone who has the following skills or interests:



- Writing and storytelling – enjoys turning real experiences into engaging, positive stories
- Communication – confident speaking to volunteers and colleagues and asking simple questions
- Attention to detail – able to capture information accurately and check details.
- Content creation – able to create content for a digital platform.
- Willingness to learn how to use and upload content to the Assemble News Section
- Interest in volunteering – keen to help showcase the positive impact of Assemble and our volunteers.

Suitable for Under 18s

No

Times/days we would like you to be available

Flexible - Tasks can then be completed at a time to suit you as agreed.
This is a short-term, flexible and fully remote role.

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.

Assemble Training – which can be arranged online or face to face.

You will be responsible to

Volunteering Development Manager

Expenses payable

No

Interview, References or DBS check required

Informal chat