

Role Title:	Communications Team Volunteer	
Location:	Jackson-Barstow House, 28 Thornbury Road, Uphill, BS23 4YQ	
Suggested Involvement:	Whatever time you can offer; Monday to Friday between the hours 9am – 5pm	
Line Manager:	Director of Fundraising & Communications/Senior Communications Officer	
Supervisor:	Senior Communications Officer	
Purpose of role:	Assist Communications Team deliver services to stakeholders with practical and administrative support.	
Main Tasks:	<ul style="list-style-type: none"> • Coordinate and manage guard book, press cuttings and fundraising collateral check in/check outs. • Perform basic edits to the hospice website. • Administer social media posting, website edits and intranet edits. • Provide practical assistance to Communications Team. 	
Experience and/or skills:	<p>For this role you will ideally have a combination of:</p> <ul style="list-style-type: none"> • Basic knowledge around how to use Social Media and WordPress. • An interest in the Marketing & Communications industry. • Ideally, studying for a Marketing & Communications qualification. • Experience in the industry. • Possession of a MarComms skillset. • Administration experience. 	<p><i>We ask all our volunteers to:</i></p> <ul style="list-style-type: none"> • Be reliable • Have a warm, friendly, adaptable, caring approach • Be open-minded and tolerant of different lifestyles and values • Be able to work within personal and organisational boundaries
Induction and Training:	<ul style="list-style-type: none"> • Induction and training with Line Manager or Supervisor • Statutory / Mandatory training as required for role • Orientation training session to be attended 	
Support and supervision	<ul style="list-style-type: none"> • Support and supervision to be given by Senior Communications Officer and Director of Fundraising & Communications • Ongoing support of Volunteer and Training Manager 	
Expenses:	We will reimburse you with any agreed out of pocket expenses incurred whilst carrying out this volunteer role in line with Weston Hospicecare's expenses policy.	
Practical considerations:	This is a volunteer role with no contractual obligations. Weston Hospicecare has a no smoking policy (inc. vaping/e-cigarettes) throughout the organisation, including all retail locations and hospice vehicles.	