|  |  |
| --- | --- |
| **A close up of a logo  Description automatically generated** | **Communications Volunteer Assistant: Role Description** |
| **Service: Central Services** |
| **Purpose of role** |
| At The Advonet Group, we have several advocacy and inclusion services. Each of them have their own external communication needs, such as promoting their work on their websites and social media accounts, at in-person and online events and forums and when creating resources to support people to make their voices heard.To make sure we can keep our internal and external communications work consistent and frequent, we need a Communications Volunteer Assistant to help. The role will involve supporting our Communications lead with producing and publishing content on our social media channels, websites and planning for campaigns and promoting new projects. |
| **Duties/activities** |
| This role’s duties include:* Supporting our Communications lead to publish and schedule regular posts on social media, focusing on the accounts for our Leeds Autism AIM, Yorkshire Autism AIM, Bradford and Craven Autism AIM and Asking You! projects
* Produce news posts and blog posts for the Leeds Autism AIM, Bradford and Craven Autism AIM and Asking You! websites
* Assist in preparing content for awareness days/weeks/months, such as Disability History Month and Autism Acceptance Week
* Helping to prepare for in-person events, by gathering promotional materials e.g. leaflets, flyers and business cards
* Supporting with content for online and print newsletters
 |
| **Key skills/qualities a volunteer needs for this role** |
| Good written and verbal communications are useful. Knowledge of the following tools and social media platforms is also helpful:* WordPress
* Mailchimp
* Twitter/X
* Facebook
* Instagram
* LinkedIn
* Microsoft Office – Word, Excel, PowerPoint, Publisher

An ability to use social media scheduling tools would also be desirable. |
| **Requirements of role (checks and training)** |
| We will provide all necessary training and support for volunteers to carry out and develop in their role. We also know volunteers will bring experiences, skills and knowledge that we, individually and as a team, will be able to learn from. The induction and training will include:* Induction session
* Introduction to Advocacy Training
* Two and a half days training in Effective Advocacy and Negotiation Skills.
* Safeguarding Adults and Children
* Lone Working

For this role, we will offer training on using:* Twitter/X
* Facebook
* LinkedIn
* WordPress
* Mailchimp

All of the above is available on request if needed.After training and induction, you will continue to receive ongoing support and guidance and regular supervisions with our Communications lead. We have regular team meetings where you can get support from other members of the Central Services team, as well as access to additional training. Travel expenses are covered by the organisation. A lunch voucher is also provided when working in the office. if out at external venues costs for food up to £5 will be reimbursed.  |
| **Time commitment required** |
| The role is for 7.5 hours per week, equivalent to one working day. The role can be done in one whole day or spread out over the course of a week. This role is based in our office on the outskirts of Leeds City Centre. You will be supported by our Communications lead in the office during our normal working hours of 9am to 5pm.If you need support to volunteer in this role remotely, we will look at how this can be done. |
| **Contact details** |
| For more information and to discuss this role in more detail, please contact:Luke Aylward, Communications and Network Officer: Tel: 0113 244 0606 | Email: Luke.Aylward@advonet.org.uk  |
| **To Apply** |
| Please fill out a volunteer application form which is on our website or contact the office to be sent one through email.  |