

DERBYSHIRE LAW CENTRE

ROLE DESCRIPTION: COMMUNICATIONS & EVENTS VOLUNTEER

MAIN PURPOSE OF ROLE: To support the Coordination Unit and specifically the Communications Worker to raise awareness of the Law Centre's work and impact, and to support with the raising of funds for continuation and expansion of this work.

RESPONSIBLE TO: Workers Group via the Volunteer Coordinator

MAIN DUTIES OF THE ROLE:

1. General communications and events duties:

- With support and guidance from the communications worker, to produce draft content for internal communications, including copy and visual content (digital imagery, photographs) depending on the skills of the individual volunteer.
- To support with the collation and layout of communications pieces for internal circulation.
- To attend awareness raising, fundraising and recruitment events to promote the Law Centre's work in the local community.
- With support from the Coordination Unit, to arrange and facilitate suitable fundraising events for the Law Centre at appropriate local venues.

2. Other duties:

- To undertake any other relevant duties to benefit the Law Centre as agreed by the volunteer, their supervisor and Workers Group.

At all times, there will be a paid worker available who will be responsible for the smooth running of the Communications team.

Training:

Full training is given in all aspects of the work and shadowing opportunities are provided where required.

Volunteers Forum:

The Law Centre has a successful Volunteers Forum, which meets regularly to discuss issues of interest to all the Law Centre's volunteers. All volunteers are encouraged to attend the forum meetings and to participate in organising, chairing and taking of minutes at these meetings.

PERSON SPECIFICATION

Role Title: Communications and Events Volunteer

This is likely to be the right opportunity for you if you can answer “Yes” to the following questions:

Am I

- Interested in the work of the Law Centre?
- Friendly and welcoming?
- Flexible in approach?
- Enthusiastic and creative, with a ‘can do’ approach to problem-solving?
- Able to communicate clearly in person and in writing?
- Able to listen, understand and explain information?
- Able, with support and training, to work in a busy environment and undertake a range of tasks?
- Able to abide by a confidentiality policy?
- Reliable?
- Looking to work as part of a team?

In addition you will need to be able to demonstrate the following abilities / skills:

- Excellent verbal communication skills and confidence in dealing with a range of different people
- Excellent standard of written English
- Good computer skills, including a knowledge of/willingness to learn specialist creative packages (e.g. Photoshop, Illustrator)
- Good timekeeping and an interest in attending local events
- Good organisational and time management skills