



Volunteer Communications Assistant

Commitment: 1-3 days per week (depending on your availability), Monday to Thursday.
Hours to be discussed.

Based at: KCAH, St Peter's Church Hall, London Road, Kingston, KT2 6QL

Start: End of July 2019

Staff Supervisor: Camilla Wheal

1-2-1: to take place bi-monthly

The volunteer role would include:

- Assist in producing content for KCAH's social media, website, newsletter and other publicity material
- Social media analysis/reporting
- Interview service users/volunteers/staff for filmed and/or written publicity material, with sensitivity and understanding of confidentiality and GDPR.
- Assist in planning, preparing and documenting events organised by KCAH
- Update and amend website
- Reply to supporter queries
- Maintain and update photo library
- Sub-editing/proof reading
- Assist at focus groups - minute taking, audio recording etc
- Assist Communications Officer at public speaking engagements – manage technology, document the event etc
- To keep waiting area stocked with up to date marketing material
- Liaise with other departments regarding data needed for Communications purposes
- You would also be given a specific project to manage, overseen by our Communications Officer. This project could be creating a short film about KCAH or organise a fundraising event.

Is it you we're looking for?

You do not have to have **work experience** to apply for this volunteer role. Perhaps your sharp skills come from previous volunteering or completing (or being in the process of) a degree in Journalism, Media or Communications?

You are reliable and have a real heart for storytelling. You have some understanding of the issues surrounding homelessness or experience of working/volunteering with a vulnerable client group.

You're creative, empathic, able to work with a wide range of people and your IT-literacy is on point. You are comfortable around new technologies and keen to learn. You know your way around social media, especially Facebook, Instagram and Twitter and have the ability to analyse its data.

You are not afraid of sharing your ideas. In fact, we encourage you to do so as much as possible.

Knowledge of the work of KCAH is a real plus as is experience in film editing and/or fundraising activities.

If this sounds right up your street, please email our Communications Officer, Camilla Wheal, your CV and a short cover letter explaining why you would be ideal for the role, to camilla.w@kcah.org.uk. If you have a website, online portfolio or social media account demonstrating your creativity, please include a link to that too.

We're looking forward to hearing from you. And remember, we're not looking for 'perfect'. You don't have to have experience in **all** of the above areas to be right for the role. Enthusiasm and drive counts for a lot too.

Interview dates: 16, 17 or 18 July 2019

To find out more about Kingston Churches Action on Homelessness, please visit www.kcah.org.uk