



Role Title:	Communications Volunteer
Reporting to:	Media & Communications Officer
Base:	Sanford House, Sanford Street, Swindon, SN1 1HE
Hours of Role:	Negotiable. A maximum of 15 hours per month.
Role Purpose:	To support with the creation of videos, photos, and graphics for use by Swindon Carers Centre for publicity purposes.

General Responsibilities

- To contribute to the promotion of Swindon Carers Centre activities and campaigns.
- To help Swindon Carers Centre optimise digital and social media outputs by creating and editing videos, photos, and graphics for key projects.
- To support at events by capturing and editing engaging content which showcases the aims and objectives of Swindon Carers Centre, as well as the experiences of those attending.
- To contribute new and creative ideas for content which will enable Swindon Carers Centre to increase reach and engagement on its digital and social media channels.
- To be aware of brand guidelines set by Swindon Carers Centre when producing creative material.
- To aid with the creation of posters and print leaflets on an ad hoc basis when required.

Specific Tasks

- Support with annual events for Swindon Carers Centre: Young Carers Action Day, Carers Week, and Carers Rights Day.
- Attend carer events run by the Young Carers Team, the Adult Carer Groups and Activities Team, and fundraising events as appropriate.
- Support with writing, creating, and scheduling posts for social media where required.

Relationships

- To work with the Media & Communications Officer to create a content plan identifying opportunities for coverage and detailing videos, photos, and graphics needed.
- To work collaboratively with all Swindon Carers Centre staff and volunteers, exchanging professional knowledge, experience, mutual support, and service development.

Other

- To assist with the induction of new staff, volunteers, and student placements where required.
- To attend meetings and training relevant to the role as required and appropriate.
- To keep informed of new developments and legislation affecting carers.
- To role model the Swindon Carers Centre Behaviours Framework at all times.
- To have a commitment to Swindon Carers Centre and the time you have agreed to volunteer.
- To have a commitment to your own personal development, have a willingness to participate in individual supervisions, and to undertake relevant training opportunities.

Special Conditions

- Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and adults with care and support needs and expects all staff and volunteers to share this commitment.

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- Team working is essential to the smooth running of the organisation. It is the nature of the work that at times, responsibilities, and tasks may be unpredictable and varied. Where the occasion arises, volunteers may be asked to work in a flexible way. If the additional responsibility or task becomes a regular or frequent part of the volunteering role, it will be reviewed to assess whether it should be included in the role description in consultation with the volunteer.
- The role may require flexible hours including some evenings and weekends.
- Due to the nature of our work with vulnerable individuals a Basic Disclosure and Barring Service (DBS) is required for this role.
- All volunteers are expected to:
 - recognise, support, and embrace the Mission and Values of Swindon Carers Centre,
 - prepare for and participate in regular supervision sessions, and to support further personal development and training opportunities where appropriate,
 - carry out their duties and responsibilities with due regard to the policies and procedures of Swindon Carers Centre.

Person Specification

Qualifications/ Education and Training	Essential/ Desirable
GCSE English language C or above, or equivalent.	D
A Level 3 vocational qualification in either photography, media studies, graphic design, or a relevant subject.	D
Personal Qualities/ Attributes	Essential/ Desirable
Clear communication, as well as the confidence to liaise with staff, carers, and external partners.	E
Proactive and understands what needs to be done.	E
Maintain confidentiality at all times.	E
Reliable and conscientious with good attention to detail.	E
Effective time management. Completes work to deadlines and communicates any issues clearly and promptly.	E
Able to work flexibly and respond to needs.	E
Creativity, a willingness to try new approaches and ideas.	E
A general understanding of the issues affecting carers.	D
Knowledge, Skills and Experience	Essential/ Desirable
Experience of setting up photographic and audio equipment.	E
Experience of taking pictures, videos, and audio.	E
Be confident in interviewing a person to camera.	D
Experience of editing and retouching images and video.	E
Training/knowledge of Adobe Creative Cloud. In particular, Adobe Photoshop and Adobe Premiere Pro.	E
Knowledge of Microsoft Office 365 software, including Publisher.	E
Ability to upload images and video to social media (on Instagram, Facebook, and Twitter) and to use scheduling tools such as Buffer.	D
Evidence of an ability to drive engagement/increase digital audiences, either via a website or social media channels.	D
Be confident in covering live events and functions.	E