



Role Description

Role Title:	Communications and Media Volunteer
Reports To:	Head of Fundraising and Communications
Start Date:	Jan 2019 TBC
Salary:	Unpaid volunteer role
Hours:	Up to 8 hours per week, to be agreed with the candidate

BACKGROUND

UK-Med provides emergency healthcare support in times of crisis and humanitarian emergencies. We work with other agencies to coordinate the UK Emergency Medical Team (UKEMT) – a national programme deploying healthcare services to sudden onset disasters on behalf of the UK Government – as well as deploying independently or in collaboration with other humanitarian NGOs. Now we need your help!

We are seeking an enthusiastic and creative individual to help support growing the profile of UK-Med. You will have excellent communication and copywriting skills, an eye for detail and be committed to the vision and mission of UK-Med.

We offer a flexible opportunity to get invaluable experience and mentoring at a frontline NGO, along with a friendly environment and the opportunity to make a real difference through humanitarian work. This role would be ideal for someone who is interested in pursuing a career in communications or the charity sector, and the Head of Fundraising and Communications would work with the successful candidate to draw up a personal development plan to get the most out of the volunteering experience.

Purpose of the Role

Join the organisation at an exciting time of growth in the role of the Media and Social Media Volunteer and support the Head of Fundraising Communications to develop the charity's profile, craft impactful communications and create engaging social media content.

The role will be based at the UK-Med Head Office in Manchester (within the University of Manchester campus) or working from home and volunteering patterns can be decided with the candidate.

Key Activities

- Write content for a range of platforms including social media posts, newsletters and press releases



- Research and build relationships with local, regional and national media including print, online, radio and TV
- Review and edit internal documents to generate public facing documents
- Work with programme colleagues to write up stories from field reports and deployments
- Feed into communication strategy development
- Develop the UK-Med website
- Depending on experience, assist with editing video and photos (not essential)

Personal attributes. Experience, Skills & Knowledge

Personal attributes

- An interest in charity communications
- Ability to use own initiative and be proactive
- Enjoyment of a fast paced environment
- Determined and committed to high quality standards with excellent attention to detail
- Interest in and commitment to UK-Med's humanitarian mandate
- Self-motivated, flexible and enthusiastic approach to work.

Experience (Desirable but not essential)

- Experience drafting copy for a range of audiences
- Experience of utilising social media in a business setting
- Experience using WordPress

Skills & Knowledge (Desirable but not essential)

- Excellent IT skills, with Photoshop or other design software a distinct advantage
- Excellent communicator with strong and persuasive written and oral skills to present and convey complex ideas and issues clearly and coherently
- Development of web-based media and social media for fundraising campaigns.

For an informal discussion about this role, please email Holly Smith (Head of Fundraising and Communications, UK-Med) at holly.smith@uk-med.org

Applicants should apply by sending a current CV with full contact details. This should be submitted with a supporting letter of application (no longer than 1 A4 page) answering the questions:

1. Why are you interested in the role?
2. What personal attributes, experience, skills and knowledge would you bring to the role?

This is an unpaid volunteer role, however pre-agreed expenses will be reimbursed. Please indicate in your letter where you saw the role.

Closing date: Sunday 27th January

To be submitted to recruitment@uk-med.org