

Purpose of Role:

To provide a range of PR and communications support and administrative duties to help raise awareness of the work of the HS Trust.

What qualities and skills are you looking for?

- Excellent writing, editing and proof reading skills, with the ability to write concise and engaging copy in a range of styles and for a variety of audiences
- Relevant experience in, or knowledge of, a broad range of communications activities including PR, social media and marketing
- Excellent spelling and grammar with very strong attention to detail
- Strong organisational skills, with the ability to work to deadlines
- Good research and analytical skills
- Excellent interpersonal skills with the ability to communicate with a wide range of internal and external stakeholders
- Interest in working in the voluntary sector
- An understanding of and commitment to equal opportunities
- Must have a good understanding of, or personal experience of Hidradenitis Suppurativa

Personal attributes

- Highly organised, demonstrating a high level of initiative
- A strong team player
- Flexible, positive and responsive
- Confident and diplomatic

Communications volunteers are responsible for:

- Maintain a 'library' of media resources, including cataloguing media coverage through an online database, news releases and publications to ensure information is up to date and easy to find
- Distribute media releases to targeted media contacts, using an electronic database
- Assist with media enquiries, including interview, photography and filming requests
- Maintain and update the charity's case studies database.
- Assist with the sourcing and appropriate use of images for media, social media and internal communication
- Provide general administrative support
- Assist in proofing documents and help to ensure consistent use of key messaging and branding
- Assist with updating relevant areas of the website where needed
- Create and maintain suitable social media updates and campaigns
- Respond to queries through email, telephone and social media channels
- Develop and distribute newsletters, email updates and subscriber magazines as required

What can we offer you?

- Develop your skills within a leading national charity
- Gain valuable experience for your CV
- Meet new people
- Make a valuable contribution to the work of The HS Trust
- Ongoing training and support within your role
- Expenses will be reimbursed for costs incurred while volunteering

If you are within easy reach of our head office in Chatham, Kent, and would like to apply for the position, please send us an email, together with your CV, to volunteering@hstrust.org for an informal meeting.

PLEASE NOTE:

This is an unpaid volunteer position, however, it is possible that it could be offered as a paid part-time/full-time position at a later date. CLOSING DATE: 09/11/2015