

Job Description: Volunteer Communications Officer (Summer Placement)

<p>Website: www.swm.org.uk</p>	<p>Location of Role: Hybrid - working from home and from SWM's office at STEAMhouse, 4 Belmont Row, Birmingham B4 7RQ</p> <p>Start Date: As near to 13 May 2024 as possible, for approximately 4 months</p>
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<p>Application Method: To apply please send a covering letter and your CV as one electronic document of no more than 4 sides of A4 in total to chris.todd@swm.org.uk by Friday 12 April at the latest. Suitable candidates will be considered as soon as applications are received. For an informal chat about the role, please email Chris Todd at chris.todd@swm.org.uk.</p> <p>In your covering letter please set out:</p> <ul style="list-style-type: none"> Your contact details Where you heard about this opportunity Why you want to be considered for the role How you meet the essential criteria of experience, knowledge and skills (see below) <p>In your CV please set out the supporting information for your covering letter which includes:</p> <ul style="list-style-type: none"> Education and qualifications Current employment / role and salary (if applicable) History of relevant employment and non-paid work Two references which we will contact if you are successful 	<p>Closing Date for Applications: 12 April 2024</p> <p>Suitable candidates will be invited for an informal interview</p>
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Job Title: Volunteer Communications Officer (3 days per week; Monday, Tuesday and Thursday preferred although can be flexible)

<p>Company Information: See our About Us and Roadmap pages for an overview and our projects for an indication of our work.</p> <p>Role/Job Responsibilities:</p> <ul style="list-style-type: none"> Research and write items for the website and newsletter including news stories, funding opportunities, events, report reviews and case studies. Lead on uploading content to our LinkedIn company account and Members only group. Providing suggestions on how our communications approach can enhance our marketing and engagement. Contribute to the planning and coordination of events, exhibitions and projects. Attend seminars, workshops & training to develop relevant knowledge and skills. Contribute to sustainability focused reports and analysis. General office administration.
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<p>Person Requirements: This volunteer placement is designed to aid the successful candidate in progressing to paid employment within the sustainability sector. The successful candidate will ideally possess some/all of the following attributes demonstrable in their experience of studying, membership of clubs or extracurricular activities, or previous work experience:</p> <p>Experience</p> <ul style="list-style-type: none"> ICT and use of Office products (Word, Excel, PowerPoint & Outlook). Ability to use or learn web content management systems such as WordPress, and other relevant online and social media tools such as Mailchimp and LinkedIn. <p>Knowledge</p> <ul style="list-style-type: none"> Knowledge of/interest in/passion for sustainability issues. Knowledge of/interest in communication methods. <p>Skills</p> <ul style="list-style-type: none"> Ability to communicate effectively to internal and external audiences in writing and verbally. Ability to make own decisions, use initiative and work as part of a team. Ability to bring creative ideas to SWM's communications.
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Salary: Voluntary role with travel expenses paid within the West Midlands.