

## Student Placement, Summer Intern or Graduate Job Description

<b>Website:</b> <a href="https://www.sustainabilitywestmidlands.org.uk/">https://www.sustainabilitywestmidlands.org.uk/</a>	<b>Location of Role:</b> Central Birmingham / home <b>Start Date:</b> expected start May/ June 2026
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<p><b>Application Method:</b> 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 <a href="mailto:enquiries@swm.org.uk">enquiries@swm.org.uk</a>. For an informal chat about the role, please contact <a href="mailto:clare.chapman@swm.org.uk">clare.chapman@swm.org.uk</a>.</p> <p>In your covering letter please set out:</p> <ul style="list-style-type: none"><li>• Your contact details</li><li>• Where you heard about this opportunity</li><li>• Why you want to be considered for the role</li><li>• How you meet the essential criteria of experience, knowledge and skills</li></ul> <p>In your CV please set out the supporting information for your covering letter which includes:</p> <ul style="list-style-type: none"><li>• Education and qualifications</li><li>• Current employment / role and salary (if applicable)</li><li>• History of relevant employment and non-paid work</li><li>• Two references (character references will also be considered) – which we will contact if you are successful</li></ul>	<b>Closing Date for Applications:</b>
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**Job Title:** Volunteer Communications Officer (3 days per week; Monday, Tuesday and Thursday preferred although can be flexible. Attendance in office expected at least once per week)

### Company Information:

See our [About Us](#) and [Roadmap](#) pages for an overview and our [case studies](#) for an indication of our work.

### Role/Job Responsibilities:

#### Job Description:

- Research and write items for the website and newsletter including news stories, funding opportunities, events, report reviews and case studies.
- Contribute to the planning and coordination of events, exhibitions and projects.
- Contribute to LinkedIn activity.
- Attend seminars, workshops & training, both online and in-person, to develop relevant knowledge and skills.
- Contribute to and potentially lead on sustainability focused reports and analyses.
- General office administration.

### Person Requirements:

This volunteer placement is designed to aid the successful candidate in progressing to paid employment within the sustainable development sector. The successful candidate will ideally possess some or all of the following attributes demonstrable in their experience of studying, membership of clubs or extracurricular activities, or previous work experience:

#### Experience

- ICT and use of Office products (Word, Excel, PowerPoint & Outlook).
- Ability to use or learn web content management systems such as WordPress, Canva and other relevant online and social media tools such as LinkedIn and Mailchimp.

#### Knowledge

- Knowledge of/interest in sustainability issues.
- Knowledge of/interest in communication methods.

#### Skills

- 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.

**Salary:** Voluntary role with travel and other placement/ work related expenses paid within the West Midlands.