

## Volunteer Role Description

### Communications Volunteer

51 Union Street, Oxford OX4 1JP

telephone: 01865 245678

facsimile: 01865 791927

e-mail: [recruitment@peopleandplanet.org](mailto:recruitment@peopleandplanet.org)on-line: [www.peopleandplanet.org](http://www.peopleandplanet.org)**Role Title:** Communications Volunteer**Role Description:** Based in your People & Planet group and *working closely with People & Planet staff and other volunteers*, Communications volunteers will contribute to People & Planet's communications and promote their own group's campaigning activities to a wide range of audiences. They will do this by:

- Writing articles for the termly P&P newsletter, The Activist
- Writing regular website stories for the P&P website, both about your group's activities and in response to current affairs
- Helping People & Planet to develop a range of new on-line creative communications tools by supporting and contributing to new initiatives e.g, the Grassroots Blog
- Using social networking to respond to current affairs relating to People & Planet campaigns and to help promote events and actions
- Meeting (occasionally) with People & Planet university groups to pass on advice and share skills

**Accountable to:** The People & Planet Communications intern.

#### What is expected of a Communications Volunteer?

- This role will take up around two days per month (probably only one day a month, but with a heavier workload when it's newsletter time). You will be expected to stay in regular phone and email contact with the People & Planet Communications intern and attend the following:
- Summer Gathering 2009: 28 June to 2 July (near Oxford) for an Induction and Training Session. Communications volunteers will receive a free ticket.
- A training day in Oxford on 26 September 2009
- A mid year review meeting in January 2010.\*
- A debrief meeting in June 2010.\*

\*These meetings may be carried out by phone.

#### What do Communications volunteers get out of the role?

- You will be provided with full training and one-to-one support for your role.
- You will have the opportunity to take part in a volunteer accreditation scheme, highly regarded by employers, for your volunteer work as a Communications Volunteer
- Experience of writing for a range of high quality publications and of using a range of on-line creative communications to promote events, activities and news stories.
- Experience of volunteering with the leading student campaigning network in the UK focusing on poverty, human rights and the environment.
- All of your reasonable expenses covered.
- Employers really value the skills you get from this role, and the People & Planet support office will supply you with a reference.

#### How to Apply:

If you would like to apply for this role, please download an application form from [peopleandplanet.org/volunteer](http://peopleandplanet.org/volunteer). The deadline for applications is **Tuesday 01 September 2009**.

We'll contact suitable applicants by Friday 11 September 2009 to confirm that you can attend the training day in Oxford on September 26th.

## **Person Specification**

**All applicants must meet the following criteria:**

- Campaign experience either with a People & Planet group or another organisation.
- Sympathy with the aims of People & Planet and the desire to create a just and sustainable world through campaigning.
- Good written communications skills
- Access to a phone and the internet.
- Commitment to meeting the expectations of a Communications volunteer (outlined above).

**Desirable attributes:**

- Experience of writing and/or working with the media.
- Experience/knowledge of new creative on-line communications and social networking
- Good knowledge of the issues on which People & Planet campaigns.

**Please don't hesitate to get in touch if you'd like to have an informal chat about the role and what it involves.**

**Call or email Lucy Horton: 01865 245678 or [lucy.horton@peopleandplanet.org](mailto:lucy.horton@peopleandplanet.org)**