



# PEER ACTION

## FOR PEOPLE LIVING WITH HIV

### **Volunteering with Peer Action as a Communications Assistant**

#### **Who are we?**

We are a registered charity dedicated to improving the well-being of people living with HIV in Brighton and Hove and surrounding areas. As a grassroots group run entirely by volunteers, we offer support through a programme of well-being events, social and physical activities, providing friendship and companionship to anyone feeling isolated as well as those who care for or share their lives with them.

#### **What the job is about?**

Peer Action does not have an office or premises, so our presence is primarily digital via: our website, Facebook page, Twitter account, email newsletter and email inboxes.

The communications assistant will work closely with the trustees, planning group and event coordinators to ensure that our channels are timely and accurately updated with our activities, events and messages from partner organisations. They will also help ensure that e-mail inboxes are managed accordingly.

On the long term, the communications assistant will work with the trustees to outline a strategy that will help Peer Action to present itself as an open and supportive community group that makes the best use of the tools and channels available to communicate clearly and consistently with peers and partners.

This role can be shared by one or more volunteers who would like to dedicate to specific communication channels. Training will be provided as required.

#### **What does a Communications Assistant do?**

- a) They develop and deliver digital communications to engage with our audiences. This includes:
  - \* updating our website (at least monthly, but also as and when required)
  - \* monitoring social media on a daily or weekly basis
  - \* monitoring our email inboxes (every 2-3 days)
  - \* creating and distributing our email newsletter via MailChimp (monthly)
- b) They produce website and social media content: this includes writing, editing and proof-reading communication materials to ensure that messages are consistent and reflect our values and mission.
- c) Work collaboratively with trustees, planning group and event coordinators to ensure that communication materials are produced timely and consistently.

#### **This role is for you if are someone who:**

- Has interest in volunteering for a grass roots group and is willing to work collaboratively as part of a team;
- Is interested in communications and have knowledge (or wish to build knowledge) of different communications channels;
- Is familiar with and enthusiastic for using digital communications platforms;
- Has basic knowledge of image and video editing (an advantage but not essential);
- Has good interpersonal skills and can express clearly (verbally and in writing);
- Is computer literate and willing to learn different digital tools and platforms;
- Has good organisational skills and attention to detail.



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Candidates to the role of Communications Assistant will be asked to provide the following:

- A complete Volunteer Application Form
- A DBS disclosure for safeguarding reasons if required (we can arrange that for you)
- Contact details for one referee
- Bank details for reimbursement of expenses

For an informal discussion about the role or to request an application form, please contact [trustees@peeraction.net](mailto:trustees@peeraction.net). Your enquiry will be very welcome.