

Role description

Role title: Humber and South Yorkshire Communications Volunteer

1. Purpose of the role

Victim Support wants to reach more communities so that victims know who we are, and how we can support them. We also want to raise funds to support our work locally, and allow us to provide more innovative services.

Managed directly by the Victim Referral Liaison Officer, you will carry out specific and agreed marketing, publicity and fundraising tasks.

2. Main duties

Publicity and Promotion

- Promoting Victim Support at community or faith group meetings and at meetings of local philanthropic societies
- Promoting the service at identified promotional events such as Pride
- Identifying and researching local events to build a timetable of attendance
- Identifying Victim Support merchandise to order and use locally
- Collating and replenishing publicity equipment and materials in readiness for attendance at events

Fundraising

- Identifying and being involved in fundraising opportunities within the community
- Proposing and organising fundraising events within Victim Support as well as externally
- Researching possible local supporters including local business owners, celebrities or other influential people

Online

- Assisting with Victim Support Humber and South Yorkshire's social media presence as directed
- Assisting the Victim Referral Liaison Officer in updating the local website as directed

General

- Liaising with other existing volunteers in a variety of roles to grow the communications team
- Assisting with administration including mail-outs and databases
- Assisting with service mapping and contacting other organisations as directed

3. Travel requirements

- There will be a regular requirement to travel whilst volunteering in this role
- All agreed travel costs incurred whilst volunteering will be reimbursed in line with Victim Support volunteer expenses policy

4. Requirements

- To complete an enhanced DBS (Disclosure and Barring Scheme) check
- To undergo Non Police Personnel Vetting (NPPV) Level 2
- To commit to a minimum of three volunteering hours per week
- To be able to work from identified offices including either Sculcoates Lane, Hull and Hackenthorpe, Sheffield
- To specify regular days and times of availability to volunteer
- To be available within office working hours of 9am to 5pm as well as outside of these hours and at weekends where required
- To complete the required e-learning modules and keep up to date with learning requirements
- To complete a minimum of three days of Core Training to understand the work of Victim Support
- To complete a minimum of half a day Humber & South Yorkshire specific training
- To participate in regular supervision sessions with your allocated Victim Referral Liaison Officer
- To attend volunteer meetings
- To follow Victim Support Policy and Procedure
- To have experience of using Microsoft Office, emails and other IT systems

5. Our commitment to you

- We will give you a full induction
- We will provide training for you to carry out your role
- We will provide a minimum of a day of specific Humber South Yorkshire Training
- We will provide access to e-learning and other training opportunities
- We will provide regular support and supervision with a Victim Referral Liaison Officer
- We will discuss your personal development
- We will provide support to look at other volunteering opportunities within Victim Support
- We will reimburse reasonable and agreed costs incurred in carrying out the role
- We will provide you with access to a local office to carry out your volunteering role
- All volunteers have free access to the Employee Access Programme which provides free, confidential assistance with any work, personal or family issue

Person specification

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1. Knowledge

- An understanding of the values of Victim Support
- An understanding of the kind of issues affecting victims of crime
- Knowledge and understanding of Data Protection and Confidentiality including online data
- Basic understanding of the principles of safeguarding
- An understanding of publicity and awareness raising opportunities

2. Skills and abilities

- An innovative thinker
- Experience of using IT equipment
- Experience of using Microsoft Office or equivalent packages including email
- Ability to communicate effectively with others
- Good written and verbal communication skills
- A commitment to ensuring our service is accessible to all
- Friendly, reliable, approachable team player

3. Experience

- Experience of managing own time
- Experience of taking direction from others
- Experience of prioritising workload
- Experience of studying or working within marketing, fundraising or communication roles
- Experience of website software
- Experience of using Social Media