



Volunteering Opportunity

(Please fill in one form for each voluntary role on offer)

Volunteer Role or Task Title	Communications Volunteer
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Description of the role :

As a Communications Volunteer, you will help with the administration of our team newsletter NEWSROUND and our social channels. You will support the Head of Communications and Head of Community Engagement to communicate the great work we are doing to promote Equality, Diversity and Identity, both internally and externally.

METRO will provide you with training that will help you create the right pitch for our messaging and the methods we use to communicate our core message. You will be provided with an induction and given ongoing IT support.

As a volunteer communicating our work, you will be required to uphold the values of METRO.

We are looking for an approachable, understanding, and confident individual with an understanding of LGBT communities and ideally the LGBT sector across the UK. We are keen for you to have experience in using a journalistic approach to grow engaging social channels.

Communications Volunteer will have the following duties:

- Assist with drafting the weekly teams newsletter NEWSROUND
- Assist with promoting METRO services and events via social channels
- Communicate with staff and volunteers across the charity about potential news
- Adhere to and work to the agreed policies of organisations, e.g. confidentiality and operational policy
- Make use of solutions for scheduling social content
- Work with our Head of Communications and Head of Community Engagement to identify and produce content which will be of interest to people within the charity and our external contacts
- Expand our social media reach through targeted messaging and interesting content

Please state the skills, experience and/or qualifications required for this opportunity (please note if essential or desirable):

- Experience in managing social channels such as Twitter and Facebook (E)
- Experience in using a journalistic approach to grow engaging social channels (D)
- Professional, non-judgemental and sensitive approach (E)
- Good communication skills (E)
- Experience of using Microsoft Office (E)
- Experience of designing flyers and documents (D)
- Willingness to attend regular supervision (E)
- Willingness to attend additional training as required (E)
- Reliable and punctual (E)
- Good eye for detail (E)
- Ability to use own initiative (E)

Please tick which area of interest and type of activity best fit the voluntary opportunity on offer.

<input checked="" type="checkbox"/>	Area Of Interest	<input checked="" type="checkbox"/>	Type of Activity
	Animals	<input checked="" type="checkbox"/>	Administration
	Art and Culture		Advice work
	Children		Architecture and building work
	Disability		Art
	Disaster relief		Befriending
	Domestic violence		Business and management
	Drugs and addiction		Campaigning and lobbying
	Education and literacy		Caring
	Elderly		Catering
	Employment	<input checked="" type="checkbox"/>	Community Work
	Environment	<input checked="" type="checkbox"/>	Computers and technology
	Families		Counselling
<input checked="" type="checkbox"/>	Gay, Lesbian, Bi and Transgender		Driving
	Health, hospitals and hospices		Entertainment
	Heritage		Finance work
	Homeless and housing		Fundraising
<input checked="" type="checkbox"/>	Human and Civil rights		Hostel work
	International aid		Languages
<input checked="" type="checkbox"/>	Legal Aid and Justice		Legal work
	Mental Health	<input checked="" type="checkbox"/>	Marketing PR and Media
	Mentoring		Music
	Millennium Volunteers		Practical work & DIY
	Museums		Retail & Charity shops
	Music		Teaching and training
	Politics		Trusteeship/Management Committees
	Prisoners and ex-offenders		Under 16 volunteering
	Race and Ethnicity and Refugees		Representation
	Religion	<input checked="" type="checkbox"/>	Gender
	Sport and outdoor activities		

✓	Women's Groups		
✓	Youth		

Please indicate which volunteer recruitment and selection procedures you use (please refer to the enclosed guidelines)

Application form	✓	Police checks/DBS Check	✓
Informal discussions	✓	References	✓
Formal interview	✓	Trial period	✓

Do you have any age/gender restrictions if so please state here	Over 18
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How would you describe the accessibility for people with mobility difficulties and wheelchair users where the volunteer will be? (Please tick one)	Fully accessible including toilet facilities	
	YES	<input checked="" type="checkbox"/>
	Accessible except toilet facilities	<input type="checkbox"/>
	Inaccessible	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>

Can you offer any of the following:	Yes/No
Induction loop for the benefit of hearing aid users	NO
Minicom for those with a hearing impairment	NO
Provisions of literature in Braille	NO

Please complete the following:

Please give details of out of pocket expenses provided for this volunteering opportunity	Travel expenses for all volunteers. Lunch expenses for sessions 4 hours plus. Receipts must be provided.
Please give details of induction, supervision and support offered to volunteers	Full training and induction day included Volunteers must attend regular supervision and additional training as required.
Please give details of what insurance is provided for volunteers both on and off the premises	Volunteers are covered under "Employers Liability Insurance" of individual agencies.
Please give details about any training offered to volunteers, both informal and/or any accredited training	Volunteers must complete training sessions as appropriate if offered per year. These will be on a range of relevant topics.

METRO are committed to equality of opportunity and diversity to those in the community with Additional Support Needs such as learning difficulties, mental health issues, physical disabilities and long term illnesses.

METRO understands that involving volunteers with Additional Support Needs is dependent on the level of support required and the organisation's ability to meet these needs.

By signing this form your organisation is agreeing to the above statement.

Signed: Peter Vittles	Date: 12/08/15
Name: Peter Vittles	Position in Organisation: Head of Community Engagement
Contact Telephone Number:	07711 376 258