



Profile for Communications Volunteer

Reporting to: Communications Officer Membership and Events

Hours: Ideally weekly for a day or half a day (this can be flexible).

Outline of the purpose and duties of the role:

About the role

Together for Short Lives is looking for a Volunteer to support us with a wide range of functions. This role would be ideal for someone interested in gaining experience working in a charity and pursuing a career in communications, administration and events organising.

You will need:

- Enthusiasm for and an interest in working for a charity
- Good written and spoken communications skills
- Experience and skills in using Microsoft Office
- A willingness to learn and ability to assimilate new information quickly
- The ability to manage repetitive tasks whilst staying alert for anomalies, patterns and points of interest
- A thorough, methodical and conscientious approach to your work, with excellent attention to detail
- Education to GCSE standard or equivalent, including at least a C in English

Key Responsibilities

Admin support for Fundraising, Communications and Public Affairs

- Events support, including
 - Logistics.
 - Preparing event materials.
 - Stock taking.
- Database/CRM system administration
 - Updating and maintaining accurate contact data on our CRM system (thankQ).
 - Calling members to check for up to date details.
 - Helping to ensure the organisation is compliant with its data protection responsibilities as outlined in GDPR.

Media/marketing support

- Marketing research using web, phone and email to find relevant professional contacts to promote events, resources and membership to. Inputting these contact details into our CRM system.
- Telephone promotion of Together for Short Lives events, membership and resources for families and professionals.
- Helping with mass mailings.