

We need you.

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Solving problems, changing lives –
making society fairer



Volunteer Digital Communication Assistant – Remote

Role Purpose

We are looking for volunteers to help provide our service in your local community.

Do you have spare time to offer your support to the Communications team with information and guidance sharing, monitoring and updating social media and CAWS website, while helping to raise awareness of the work that we do.

As a volunteer digital communication assistant, you will:

- Help to maintain and develop social media accounts with regular posts, both planned and reactive
- Support with developing, managing, updating and writing content for website
- Support with producing and posting content for our internal Intranet system
- Support where required in generation of electronic newsletters

As a volunteer digital communication assistant, you need to:

- Have great communication skills, particularly written
- Be confident using the internet and what makes good website content
- Be really organised, demonstrating a high level of initiative
- Have good IT skills

Other Information

You may need to work from home and have your own IT equipment to use, you will be supported by our Communications team.

You will also need your own IT equipment and access to Wi-Fi for digital training. There will also be training on the job by specialist staff members.

We ask our Volunteer Digital Communication Assistant to volunteer for at least 1 day a week, this may be split into half days. This is a longer term volunteer role that requires a minimum of 6 month commitment.

We pride ourselves on having a diverse workforce and welcome all applications from people with all range of abilities for the skills that they bring.

If you are interested please email **volunteer@westsussexcab.org.uk** for more information about our roles and application process. Alternatively you can apply via our website: **www.advicewestsussex.org.uk/volunteering**