

Get Involved Today

We need your help more than ever!



Communications Volunteer

West Sussex Citizens Advice

Are you a passionate storyteller? Do you enjoy listening to other people and learning about their experiences?

We're looking for a great communicator with a flair for writing to help us develop a bank of stories.

We're looking to capture clients experiences of working with us, so we can recognise and show the impact our work has had, and to strengthen the messages we share about our service.

As a Communications Volunteer, you will:

- Speak with clients to build a picture of how our advice and support has made a difference.
- Create impactful portfolios to use as a resource to report to funders, press and general communication.
- Develop strong relationships with key staff and volunteers

As a Communication Volunteer, you need to have:

- Friendly and approachable
- Open-minded and non-judgemental
- Confident to work independently
- Have good IT skills
- Aware of potential needs of vulnerable clients

As a Communications Volunteer, you will:

- Be a key player in helping the business succeed in funding and grant programmes.
- Get to work with a fun and diverse team
- Be able to work on a variety of different projects and communication plans
- Gain experience and knowledge to be used for future opportunities.

Other Information:

This role can be based our Shoreham-by-Sea office.

You will be working alongside the Senior Communications and Marketing Officer

Full training and support will be provide via phone and video conferencing.

If working remotely you will need to have your own IT equipment and access to Wi-Fi for digital training.

We ask for at least 6 month commitment working at least 1 day in the week (Mon – Fri).

We are a diverse workforce and welcome applications from people with all range of abilities.

If you are unable to work within one of our offices remote work options are available.

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