



Volunteer Communications Assistant

Communications Assistant – The Change Project

This role is ideally suited to individuals and students with skills or experience in business, communications, marketing, media, public relations, or other related fields. However, it remains open to applicants from all backgrounds who can demonstrate the relevant competencies.

Reports to: Training and Development Manager

Availability: Up to 5 hours per week. More hours can be discussed.

Location: Remote position, with a requirement to attend one monthly meeting in Chelmsford.

Contract: A volunteer agreement will be provided.

Closing date: Open

The Change Project are a charity dedicated to improving wellbeing by helping people build and sustain healthy relationships—within families, between individuals, and across communities. Since 2009, we have delivered Respect-accredited domestic abuse perpetrator programmes that focus on changing abusive behaviour to create safer environments for those affected by conflict or abuse. Our work also supports young people through therapeutic services and workshops that encourage healthy, balanced relationships. In addition, we provide training for professionals and the public to raise awareness and understanding of relationships in conflict.

The role of the Communications Assistant would be to help ensure that this message is effectively communicated to the public.

Benefits

- The opportunity to improve your technical communication skills.
- Gain experience in creating and collating content across multiple social media platforms as well as internal communications.
- Develop your real-world experience of writing professional blog posts (and possibly vlogs).
- Gain the benefits of relevant work experience within an external organisation, giving you a competitive edge in the graduate job market without having to take a placement year.
- The opportunity to apply your learning of marketing strategies to real-world situations.
- The opportunity to gain a better understanding of domestic abuse and the third sector generally.
- A detailed reference when you have volunteered with us regularly for 6 months or more.

The Change Portfolio trading as The Change Project. Company number 3167701 and charity number 1053948.

The registered office is The Change Project, c/o Chelmsford CVS, Burgess Well House, Coval Lane, Chelmsford CM1 1FW

Role functions

- Developing, scheduling and publishing regular content on The Change Project social media platforms (with support from the Training and Development Manager). Responding to any comments that follow.



[linkedin.com/company/thechange-project](https://www.linkedin.com/company/thechange-project)



[@thechangeprojectuk](https://www.instagram.com/thechangeprojectuk)



[facebook.com/thechangeprojectorg](https://www.facebook.com/thechangeprojectorg)

- Developing communication framework
- Encouraging and engaging staff to contribute content to the website and social media platforms and preparing this content for the website (you will not have to upload this yourself or manage the website)
- Carrying out occasional meetings with staff members to create content.
- Monitoring the social media analytics to identify trends.
- Monitoring media coverage and re-posting and commenting as appropriate (with support from line manager).
- Keeping up with social media trends and best practices. Identifying opportunities for improvements to the website and social media platforms.
- Helping to develop a periodic internal organisational update.
- To undertake any other duties consistent with this post that may be required from time to time.

Support

- You will be given full support and training on our organisation and domestic abuse.
- Weekly meetings with your line manager to discuss achievements, challenges, and roadblocks.
- Additional training as identified

Essential Skills

- Good communication skills with strong written and verbal skills.
- Strong organisation skills and able to manage your own time.
- Able to evidence a high level of experience in using social media (especially LinkedIn, but ideally also Facebook and Instagram).
- Attention to detail.
- Ability to work independently and follow direction.
- You will have completed or will be undertaking a relevant Marketing, Communication or Public Relations qualification.

Desirable Skills or Attributes

- Creative and passionate about marketing
- Experience of using Canva (free) would be beneficial.
- Experience/knowledge of the third/voluntary sector



Should you wish to discuss this role before application contact

Zara Travers – Training and Development Manager – zara.travers@thechangeportfolio.org