Volunteer Marketing Assistant

Position	Volunteer Marketing Assistant
Reports to	Training and Development Manager
Hours	6 hours per week (Flexible)
Salary	Volunteer
Workplace Type	Hybrid (Mainly virtual)
Job location	Mainly Colchester/Chelmsford
Job type	Volunteer
Travel	Paid for by TCP
Contract	You should be able to commit for a minimum of 6 months
Closing date	4 January 2027
Interviews	11 – 15 January 2027

About us

The Change Project is a charity dedicated to preventing domestic abuse and stalking through education, training, counselling and specialist interventions. We work with individuals, professionals and communities to raise awareness, challenge harmful behaviours and promote safer, healthier relationships. Our services include accessible counselling, education programmes, professional training and innovative stalking interventions that support victims and work with those responsible for harmful behaviours. Through early intervention, specialist knowledge and collaborative working, we aim to empower communities, improve safety and create lasting change.

Volunteering With US

Due to the nature of our work and potential contact with vulnerable individuals, volunteers are required to complete the following before they start:

- To be aged over 18
- To pass a Disclosure and Barring Service check
- To attend training
- To supply two references
- To complete an Occupational Health Disclosure

We ask all our volunteers to make a commitment of at least six months so that we can create long-lasting and meaningful roles and relationships with staff and service users.

Role Summary

As the Volunteer Marketing Assistant, you will work alongside our Communications and Engagement Officer. Contributing to maximising engagement with our audiences and help deliver engaging content and campaigns.

The role will be focused on:

- Creating and scheduling content for our social media company pages
- Designing social graphics, branded templates and documents in Canva
- Spotting trends and suggesting new ideas to grow our reach
- Capturing and promoting internal events, team milestones and company successes

- Support with monitoring media coverage and re-posting and commenting as appropriate (overseen by our Communications and Engagement Officer)
- To undertake any other duties consistent with this social media content production and publication required from time to time

Essential Skills

- Strong content creation skills and experience designing on Canva
- Good communication skills with strong written and verbal skills
- Strong organisational skills and able to manage your own time
- Able to evidence a high level of experience in using social media (LinkedIn, Facebook, Instagram, TikTok etc)
- Attention to detail
- Ability to work independently and follow direction

Desirable Skills or Attributes

- Creative and passionate about marketing
- Experience with other design platforms
- Experience/knowledge of the third/voluntary sector
- You will have completed or will be undertaking a relevant Marketing, Communication or Public Relations qualifications

Support

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

Benefits

- Gain experience in creating and collating content across multiple social media platforms as well as internal communications
- Develop relevant work experience within an external organisation, giving you a competitive edge in the job market
- 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

Apply Now

To apply, please email your CV and a supporting statement (up to 500 words) outlining your relevant experience and why you're interested in this opportunity.

CVs and supporting statements should be sent to **zara.travers@thechangeportfolio.org** and any questions regarding opportunities at The Change Project.