

Volunteer Senior Communications Assistant

Senior Communications Assistant – The Change Project

Required Background

To succeed in this role, you must have a relevant qualification or experience (paid, voluntary, or through significant project work) in Marketing, Communications, Public Relations, Digital Media, or a related field. Candidates must be able to show practical experience managing or contributing to communication channels, creating content, and understanding how audiences engage with digital platforms.

Reports to: Training and Development Manager

Availability: We ask for a minimum of 5 hours per week, with flexibility to increase hours through discussion.

Location: This is a fully remote role, with occasional opportunities to connect in person where convenient.

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 includes a counselling service, alongside support for 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 share your technical communication skills.
- Share your experience in creating and collating content across multiple social media platforms as well as internal communications.
- Provide 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 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

- 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.
- First hand experience of working within the domestic abuse sector, building knowledge and understanding.

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.
- Regular check-ins with your line manager to review progress, troubleshoot challenges, and align on priorities.
- 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.

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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