**Communications Volunteer – role ad**

*Note: depending on how your group works you may want to combine this role with the Social Media Volunteer and/or Digital Volunteer. If not, the Communications Volunteer will probably work closely with them.*

Passionate about the planet and want to help make a difference? X Climate Action is looking for a Communications Volunteer to help us make local change that’ll have global effects.

**About X (group)**

*(Info on your Climate Action group. It’s best to keep it short and link to your site etc.)*

**About the role**

* **What it involves**

As a Communications Volunteer, you’ll have the opportunity to raise awareness and the profile of our group in the local community and reach out to new audiences.

This might include:

* Advertising the group’s events in local media (online and offline)
* Posting regularly on the group’s social media accounts
* Building a relationship with local journalists
* Responding to media queries
* Writing blog posts, articles or social media posts
* Writing emails to our mailing list
* Coordinating the group's communications to tie in with national campaigns
* Keeping updated with the group's campaigns in order to communicate them effectively to the outside world

* **Why it’s important and how it helps us win campaigns**

Our group works to influence local decision-makers to do the right thing for the climate and environment, so it’s important that our external-facing communications are consistent and clear, and it hits a tone that encourages people to listen. Your work will also help us get more people interested in joining our group, which will ultimately grow our influence and therefore our ability to achieve change!

* **Who it would suit**

The role would suit someone:

* With a bit of spare time on their hands who wants to make a difference
* Good with words and happy to write content
* Confident using social media platforms like Twitter, Facebook and Instagram (or TikTok)
* With good people skills and who’s able to build relationships
* Energetic, enthusiastic and hopeful about the climate crisis
* Who has any background in marketing, communications or press is fantastic but not an essential criteria

You will have access to lots of guidance, support, training and resources from FOE along the way

* **How many hours a week it will be**

This role would require a minimum of a couple of hours of work per week, but if you have appetite and time to do more, that’s up to you! The role involves volunteering from home, so the hours are flexible, and you can work them around your existing commitments.

If you have any of your own ideas about how the role could work or what else you could bring to it we’d love to hear from you.

If you don’t feel this role’s for you, you’re very welcome to join anyway. There’s lots to do in the group regardless of what you feel your ‘skills’ are. We want our group to be accessible to everyone so if there’s anything we can do to help you get involved let us know!

Please note we’re a voluntary group so this is an unpaid role.

Get in touch with us on X if you have any questions