

**Volunteer role description  
Volunteer communications  
assistant**

**What is a Volunteer communications assistant?**

Our volunteer communications assistants support the volunteer development officer with volunteer communication activities, mainly through writing blogs, updating content for the newsletter and updating our dedicated website for Fulham Palace volunteers.

<p><b>What's in it for you?</b></p>	<ul style="list-style-type: none"> <li>• The opportunity to improve your technical communication skills</li> <li>• Gain experience in creating and collating content for a website visited by around 200 volunteers</li> <li>• Develop your experience of writing professional blog posts</li> <li>• Work across multiple departments promoting volunteering and the work of our volunteers</li> <li>• Become part of a vibrant and dedicated team</li> <li>• Meet people from all walks of life and make new friends</li> <li>• Be involved with a positive and engaging volunteer culture including social events, outings and forums</li> <li>• A reference when you have volunteered with us regularly for 6 months</li> </ul>
<p><b>What's involved?</b></p>	<ul style="list-style-type: none"> <li>• Developing, scheduling and publishing regular content on the Fulham Palace Trust Volunteer Portal</li> <li>• Encouraging and engaging volunteers to contribute content to the website</li> <li>• Carrying out occasional interviews with volunteers and staff members to create content for the blogs.</li> <li>• Monitoring the website's forum and web analytics.</li> <li>• Regularly updating the website's events calendar with volunteer training opportunities, events and other relevant information</li> <li>• Supporting the training of fellow volunteers on the website</li> <li>• Monitoring the website's forum and web analytics</li> <li>• Identifying opportunities for improvements to the website and problem solving where necessary</li> <li>• Helping the Volunteer development officer curate</li> </ul>

	the volunteers newsletter.
<b>This role will suit people who...</b>	<ul style="list-style-type: none"> <li>• Have an interest in computers and IT software</li> <li>• Are able to pay close attention to detail as well as work effectively as part of a team</li> <li>• Have experience of creating/maintaining websites or content management websites/blogs</li> <li>• Enjoy working independently or with minimal assistance</li> <li>• Enjoy communicating with people</li> </ul>
<b>Availability</b>	<ul style="list-style-type: none"> <li>• Flexible but generally a day or half day per week.</li> <li>• Tuesdays, Wednesdays or Thursdays.</li> <li>• There are opportunities to work from home occasionally. Volunteers must keep in regular contact with the Volunteer Development Officer and attend a planning meeting every 3 months.</li> </ul>
<b>Main contact</b>	Camila Binge, volunteer development officer
<b>Training/Resources</b>	<ul style="list-style-type: none"> <li>• Volunteers will be given training to carry out and develop in your role including Squarespace and Mailchimp training</li> <li>• All volunteers have a named supervisor and regular opportunities to discuss their work</li> <li>• Full induction including health and safety procedures</li> <li>• All new volunteers have an introduction period, this is a settling in time of around 2 months. At the end of this an appropriate person will catch up with you; this is an opportunity for both parties to reflect and make any adjustments to the role that are needed</li> </ul>
<b>Getting to the Palace</b>	<ul style="list-style-type: none"> <li>• The nearest tube station is Putney Bridge</li> <li>• The nearest railway station is Putney</li> <li>• There are several bus stops within walking distance</li> <li>• We reimburse travel expenses up to £8 per session</li> </ul>
<b>What next?</b>	<p>Please get in touch by completing an enquiry form, available at:</p> <p><a href="https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/">https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/</a></p> <p>If you have any questions you can contact our Volunteer Enquiry Assistants by emailing <a href="mailto:volunteer@fulhampalace.org">volunteer@fulhampalace.org</a> or telephoning 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person.</p>
Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback.	