

# UNA-UK Communications Volunteer

## Role Description

### August 2019



**Title of role: Communications Volunteer**

**Staff Support: Enyseh Teimory, Communications Assistant, Bryony Pike, Finance and Events Co-ordinator**

**Application deadline: 5:00pm Thursday 29<sup>th</sup> August 2019**

**Skype interview date: Tuesday 3<sup>rd</sup> September 2019**

**In-person interview date: Thurs/Fri 5/6<sup>th</sup> September 2019**

**Start date: Week commencing 9<sup>th</sup> September 2019**

**Suggested Duration/Days per week: 2-3 days per week for 3-6 months**

#### **About UNA-UK**

UNA-UK's vision is of a secure, just and sustainable world. We are a vibrant movement with members and supporters across the UK, over 60 local UNA groups and over 40 youth groups at schools and universities. We are the UK's leading source of information and analysis on the United Nations, working with partners in government, business, civil society and the UN for peace, development and human rights.

#### **Volunteering with UNA-UK**

This role would suit someone who has previous social media/communications experience and would like to contribute their skills to the NGO/charity sector.

You will suit this role if you:

- Can commit to volunteering for 2-3 days a week
- Have a sustained, accurate and detailed approach
- Enjoy using social media to reach a range of stakeholders
- Wish to contribute towards the smooth running of an NGO
- Are interested or passionate about the United Nations

Applicants should be conversant with Microsoft Outlook, Excel and Word. They should also be comfortable with drafting/scheduling social media content and have some experience with analytics. Previous experience of using a database is desirable, however, full introduction and training on our contact database will be provided.

We expect all our volunteers to:

- Commit to a mutually agreed volunteering timetable
- Conduct themselves with respect to UNA-UK's aims, objectives and values
- Live within a reasonable commuting distance from our London office located in the Whitehall area.

## The role

This role would suit someone who has previous communications and/or campaigns experience and would like to contribute their skills to the NGO/charity sector.

The position requires a combination of technical competency, communications skills and creative thinking. This role will suit you if you have experience:

- Writing updates for Twitter and Facebook, preferably for an organisation
- Using scheduling software such as Hootsuite or Tweetdeck
- Creating twitpics and twitter graphics
- Analysing social media analytics
- Live-tweeting events
- Researching, drafting and proofing copy for a wide range of audiences
- Using content management systems (e.g. Drupal) to upload content to websites

It would also be an advantage if you have:

- A working knowledge of photo editing software (such as Adobe Photoshop)
- Ability to work both individually and part of a small team
- An interest in international institutions and a basic understanding of global politics
- An interest and passion for supporting the ideals of the UN

Also, if you have a particular area of interest, you may have an opportunity to submit a 'web exclusive' article for our flagship publication UNA-UK magazine.

## Expenses

We will cover your day-to-day travel and lunch expenses in line with our expenses policy. Lunch expenses will only be provided on days where over 3.5 hours volunteering have been completed.

## How to apply:

If you wish to volunteer with us, please send your CV with a covering letter of under 300 words, referring to the points in this Role Description, FAO Bryony Pike at [admin@una.org.uk](mailto:admin@una.org.uk) by **5:00pm Thursday 29<sup>th</sup> August 2019**. We would be grateful if you could also complete the attached equal opportunities monitoring form.

Shortlisted applicants will be invited to an informal **Skype conversation** prior to progressing to the interview stage. Interviews will consist of a **20-minute aptitude assessment**, which will include some activities that will form part of the role; followed by a **20-minute interview**. The date for interviews will be scheduled for **Thurs-Fri 5/6<sup>th</sup> September**.

Unfortunately, due to the volume of applications we receive, we will only contact applicants selected for a Skype discussion and regret we are unable to contact unsuccessful applicants. In accordance with our HR policy, all applications will be kept for six months and then destroyed confidentially.