

Friends of Portswood Rec (FoPR): Communications Co-ordinator

Volunteer Role Description

Summary

This is an exciting new opportunity for someone who wants to both have fun and make a difference. We're looking for a volunteer with the knowledge and skills to help us make best use of new and existing media opportunities, to manage information, promote ourselves and reach out to our wider community. You'll have scope to shape the role, drawing on your own strengths and interests, within the values and guidelines set by both Southampton City Council (SCC) and the Friends. You'll love working with others and sharing your skills to ensure best practice. You'll be committed to our goals, supporting the Rec as a place for everyone and a haven for wildlife.

Activities and responsibilities

In conjunction with our Committee and on behalf of our members:

- Respond to incoming information, enquiries, media posts and the press
- Support internal communications as required
- Manage outgoing communication to members, external bodies, key stakeholders and the wider community, ensuring consistency and accuracy of our messages across different media
- Oversee digital storage
- Utilise the internet and social media, providing or supporting strategy and content
- Assist with promoting the Friends through outreach opportunities, events and fund-raising activities
- Support with projects, surveys etc
- Help to ensure that we always work within our Constitution and the law

Skills and experience gained from personal, voluntary or commercial activities

Essential

- Strong, flexible verbal and written communications skills
- Approachable, reliable, professional, and a good team player
- Understanding of digital platforms and tailored content production
- Proficiency in MS Office, plus use of PC or iMac
- Working in accordance with FoPR's Constitution and SCC's Management Plan

Desirable:

- Basic design and layout skills, both print and digital
- Some knowledge of local authority and voluntary organisations
- Familiarity with the local area, and Southampton more generally
- Understanding of data protection and basic IT security

Time commitment

- Expected to average 2-4 hours per week, with peaks and troughs through the year - occasional daytime availability may be helpful
- Attendance at AGM, Committee and Public meetings, evenings, around 8 per year

For more information or an informal chat please contact our co-Chairs, Garth Long & Linnet Evans: info.friendsofportswoodrec@gmail.com