

Volunteer Role

Role: PR and Communications Coordinator

Where: *Hillingdon Foodbank Warehouse*

Time commitment: *TBC*

Main contact: *HR Manager*

Overview of the role: This role involves helping to promote the work of the food bank and encourage donations through a wide range of communications channels.

Key tasks

- Plan advertising for public events and recruitment of volunteers
- Develop regular foodbank newsletters for circulation to supporters
- Develop regular prayer bulletins for local churches
- Prepare and send press releases for significant foodbank events
- Support PR requests from The Trussell Trust, as required
- Develop a PR and Communication plan for the foodbank
- Obtain regular feedback from supporters
- Set up and maintain foodbank website provided by The Trussell Trust
- Follow Trussell Trust PR to understand any local implications

About you

- Excellent communication skills
- Experience of writing press releases, generating communications materials
- Has an eye for detail
- Organised and self-motivated
- Positive and dynamic

Benefits of volunteering

- Using your existing skills to make a difference
- Meet new people who share your passion to eradicate poverty in the community
- Make a real difference to the running of your food bank

Impact of your role

- Maximising donations to the food bank
- Expanding the reach of the food bank
- Helping reframe the language around poverty and myth busting

Support

You will be given all the required training and support before starting your role.
You will have a main contact throughout your time volunteering.

How to apply

To apply or request more information, please email hr@kingsborough.org.uk