Communications Volunteer

Ideal time commitment: 1 - 2 days per week for initial 3 months

Reports to: Senior Fundraising and Communications Officer

# About the Helen Bamber Foundation

The Helen Bamber Foundation (HBF) is a human rights charity based in London which was founded in 2005. Our specialist team of therapists, doctors and legal experts have an international reputation for providing therapeutic care, medical consultation, legal protection and practical support to survivors of human rights violations.

HBF grew from the recognition that people who have suffered prolonged inter-personal violence – whether from human trafficking; war; community, domestic or gender-based violence – present with similar physical and psychological symptoms to torture survivors and experience the same complex and enduring responses to their trauma.

We offer our clients a Model of Integrated Care, providing legal, medical, psychological and welfare support, as well as an Integration Programme which includes arts-based groups, and skills-based classes such as English and IT. Through this, we help our clients to develop a sustained recovery from extreme trauma.

# About the role

The Fundraising and Communications Team are the fun and dynamic heart of the Helen Bamber Foundation’s public and outward-facing presence. We manage our relationships with donors of all kinds as well as taking care of our online presence, branding and marketing.

We are looking for a creative and confident copywriter, visual content creator and communications coordinator to support in creating materials for fundraising and communications purposes, capturing the tone of voice of our brand and bringing to life the amazing work our organisation does and the inspiring stories of the survivors we support.

# Main tasks and activities

Here are some examples of the kinds tasks you could do to support the Helen Bamber Foundation’s communications:

* Writing, designing and scheduling social media content across our social media channels (Facebook, Twitter, Instagram)
* Generating engaging case studies to demonstrate the impact of our work
* Supporting the planning of communications throughout the year
* Assisting with the roll out of our new branding, creating templates, re-designing document templates, ensuring our online profiles are up to date with our new brand visuals and narrative
* Helping to set up Asylum Aid’s new digital channels and branding

# Skills and experience needed

* Understanding of, and commitment to, the objectives of the Helen Bamber Foundation;
* Excellent writing and communications skills and creativity
* Knowledge and experience of digital communications including website and social media content management
* Visual editing and design skills
* A demonstrable empathy for our vulnerable clients, including asylum seekers, refugees and survivors of torture and trafficking;
* Awareness of confidentiality and the importance of it in regards to our clients;
* Punctual, reliable and self-motivated with a positive, ’can-do’ attitude;
* Excellent communication and interpersonal skills;
* Demonstrable experience of working within a team.

# What you will get out of the role:

This is an opportunity to have a real impact on the way our organisation uses communications to create an impact.

* Gain experience in communicating human rights issues for a variety of audiences
* Gain experience in growing and engaging audiences online
* Gain experience in creating engaging content for a range of communications channels
* Gain experience in working with visual branding and design
* Gain insights and understanding of refugees and asylum seekers experiences in the UK

# Equal Opportunities

The Helen Bamber Foundation and Asylum Aid is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation. We particularly welcome applications from those with Black, Asian and Minority Ethnic backgrounds.

Please note that successful candidates will be offered the volunteer position subject to a DBS check.