

Volunteer Role Description - Communications Assistant

Community Leeds After School Study Support (CLASSSS)

Role Title: Communications Assistant

Supported by: Communications Coordinator

Main purposes of role

- Help to improve our internal and/or external communications

Key tasks

- Help out with a variety of communications tasks which may include (but are not limited to): posting on social media channels, helping out with CLASSSS newsletter, helping with designing posters, helping with content for local press.
- This role would be guided by and supported by Communications Coordinator who would assign pre-agreed tasks where required

How this role helps our charity

- Gets the word out about CLASSSS in the local area
- Ensures everyone who is involved with CLASSSS hears highlights and key messages; making them feel informed and part of the CLASSSS team

Skills we're looking for

- Excellent verbal and written communication skills
- Reliable and able to attend CLASSSS in order to know what's going on across the charity
- Ability to work independently

Time commitment

- This role would be suitable for a volunteer tutor who wants to help out in addition to tutoring duties. If not tutoring, this role would require some attendance during class nights to take photographs, take notes, find out what's going on in classes etc.
- Some work at home volunteering would be required to help out with projects
- Time commitment can vary throughout the year depending on what support is required