

Volunteers – Communications and Community Engagement

Role Description

The Sandstone Ridge Trust is looking for volunteers to engage with people, raise awareness of the wonderful Sandstone Ridge, develop a brand for the area, and encourage greater involvement in looking after its landscape, culture and heritage. If you have an interest in communications and being community champions this could be the role for you. These are exciting times for you to get involved with the Trust – following on from the successful conclusion of *Ridge: Rocks and Springs*, we are midway through another Heritage Lottery funded project in which we are exploring ways to secure the long-term future of the area.

We are looking for volunteers to help with one or more of the following activities

- Editing and updating the Sandstone Ridge website to ensure it is current, accurate and relevant
- Sourcing and researching news stories, articles and events for the website
- Managing social media, including Twitter and Face Book
- Compiling newsletters and email campaigns
- Preparing communications for local press and media
- Distributing leaflets to organisations and managing stock levels
- Being community champions and supporting the Trust at local events

What attributes/skills do you need?

- An interest in and/or experience of communications and community engagement, and in helping the Trust publicise its activities and promote the Sandstone Ridge
- Ability to communicate effectively, be articulate, with strong writing skills
- IT literate and proficient in Microsoft packages
- Access to a computer, email and telephone

How much time do you need to commit?

- The role is flexible and you can give as much or as little time as you want to, but we suggest half a day or a day per week
- We would prefer a minimum commitment of 3 months to the role

What support will you be given?

- Appropriate support and supervision in your role, including any training required
- You will be responsible to a member of the Trustee Board or Transition Project Officer
- Trustees and the HLF Transition Project Officer will be available to give you support, advice and guidance
- Attendance at networking events

What benefits can I expect?

- Opportunities to meet new people in your community and working as part of a small team
- To develop confidence in positive relationships with stakeholders and local media contacts
- Learn new skills and enhance your CV
- You can claim previously agreed out of pocket expenses
- The opportunity to make a difference to people's interaction with, and enjoyment and understanding of the Sandstone Ridge

For a chat and to apply for this role please contact info@sandstoneridge.org.uk

For more information about the Sandstone Ridge and the Trust visit: www.sandstoneridge.org.uk