



Volunteer Role: Communications Assistant

Hours per week



2-4 hours per week (flexible)

Location



Include.org is a small but exciting charity based in Redhill, Surrey. Initial visits are recommended in 'normal' times but the role is home based and 'virtual'

Communication is what we are all about.

Description



Include.org makes life better for people isolated and marginalised by communication difficulties (particularly people with learning disabilities, autism and dementia). We do this through training, activities and The Include Choir – always combining inclusion, communication and fun.

We bring the same passion to communication within the organisation too and we are looking for a volunteer to help create fun, inclusive and informative newsletters for our members, volunteers, provider organisations and our supporter network.

You will help create weekly accessible newsletters from our members, with the opportunity to take part in our 'virtual teabreak' sessions on Zoom and get to know our members first-hand. You will also help to create e-newsletters which engage and inform our volunteers and other stakeholders.

This opportunity will assist you in developing:

- Insight into charity communications strategy
- Inclusive communication awareness and skills – including using relevant software
- Project development and management skills
- Real-life experience in implementing Communications strategy for a small organisation

Training



Communication Disability Awareness and Inclusive Communication training will be provided as part of the induction. Supervision and out of pocket expenses will be provided.

What do you need?



Essential: An inclusive attitude, enthusiasm, ability to prioritise and multitask, ability to work to deadlines, understanding of the communication plays in an organisation, good IT skills, sense of humour, ability to plan and work independently, good English language skills, team-player

Desirable: Experience of using MailChimp, experience in working with people with learning or communication disabilities, understanding of Disability Rights

For more info: email info@include.org or call Alix Lewer on 07446 897835 for a chat



www.include.org



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