



Role: Communications volunteer

Responsible to: Foodbank Co-ordinator & Foodbank management assistant

Time Commitment: Approximately 3 hours per week

Location: Primarily working from home but regular meetings will be required at least initially

Task Description:

- Edit all areas of the foodbank website provided by The Trussell Trust
- Maintain and update a social media platform for the foodbank (Facebook profile/Twitter account), ensuring it is regularly monitored and updated
- Promote significant foodbank events on social media and foodbank website
- Plan advertising for public events and recruitment of volunteers
- Follow Trussell Trust PR to understand any local implications
- Produce letters of thanks to donors
- Obtain regular feedback from supporters
- If desired, help to develop a PR and Communication plan for the foodbank

Highly Desirable

- A willingness to participate in some foodbank events as a volunteer, potentially responsible for photography to support communications
- Own computer/tablet with internet connection. Printer desirable but not absolutely necessary.
- Full driving license and own transport

Personal attributes:

- Happy to work independently but a good team player

- Good oral and written communication skills
- Experience with social media essential, and with managing websites desirable; however this is primarily an editorial position for an established website (programming is not required). Support is available from the Trussell Trust.

Experience of volunteering with a Trussell trust foodbank is desirable but not essential, provided the volunteer is willing to spend some additional time learning about how our foodbank works.

If you would like to learn more, or to apply, please contact us at admin@slfoodbank.org or info@southliverpool.foodbank.org.uk

South Liverpool foodbank is a charity founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and hope that new team members will too.