

## **Job Title**

Volunteer Communications Officer

## **Reports To**

Volunteer Support Officer (Co-ordinator) / MARINELife Management Team

## **Job Purpose**

To co-ordinate the flow of information to Volunteers and Supporters to keep them engaged and supporting the work of MARINELife.

## **Key Responsibilities**

- Develop the supporter and volunteer communication strategy for MARINELife
- Maintain a database of volunteers and supporters and update them through generation of regular newsletters about the work of MARINELife to keep them supporting our work.
- Act as the main contact point for volunteers and supporters

## **Main Duties**

1. Develop an agreed and coordinated volunteer and supporter communication strategy for MARINELife and implement the strategy
2. Act as the initial contact point for supporters and volunteers wanting to communicate with MARINELife by fielding enquiries
3. To produce and distribute the MARINELife Supporters Group newsletter at least 3 times per year, sourcing appropriate content in consultation with the Volunteer Support Officer (Co-ordinator) and PR & Publicity Officer.
4. Maintain a database of supporters and volunteers and ensure communication reaches them including when digital communication is not possible
5. Provide regular communication to supporters and volunteers between newsletters in consultation with other volunteer officers and as directed by the MARINELife Management Team
6. Seek and request from the MARINELife Management Team, Volunteer Support Officer (Coordinator) and other contributors the content required for inclusion in the newsletter(s) and communications.
7. It is envisaged that this role will take a couple of hours per week

# Skills, Qualities and Experience

## *Essential*

- Excellent communicator with ability to communicate to wide and differing audiences.
- Good writing skills.
- Competent with word processing.
- IT literate including competent word processing skills and use of internet/emails.
- Full understanding of the principles of MARINELife and its work
- Team player able to work with and motivate a range of people
- Ability to inspire others
- Keen interest in and knowledge of the marine environment
- Self motivated, proactive and enthusiastic
- Well organised with good attention to detail
- Flexible working – some evenings and weekend work required
- Access to own computer

## *Desirable*

- Desktop publishing skills and experience.
- Track record in writing newsletters or articles for a range of audiences.
- Science background
- Experience working within a charity or volunteer organisation
- Experience of working in the NGO sector, and with various government, industry and public stakeholders
- Experience of undertaking Marinelife Surveys and/or its education work