**Role Description – Communications and Marketing Volunteer**

PAFRAS works with asylum seekers, refugees and the wider community to counter the effects of destitution. Our work has three strands; emergency and crisis intervention, specialist advice & casework and integrated mental health support.

We would like to develop our communication and marketing work so that we can:

* Increase & improve the charity’s profile & visibility
* Improve the charity’s online interactivity with key audiences
* Create a more robust & sustainable resource in the charity for marketing and communications

We are looking for Communication and Marketing Volunteer to help us achieve these objectives.

Role Description;

1. To develop PAFRAS Facebook Page with weekly content updates for supporters, donors and volunteers
2. To support the development of a comms and marketing strategy
3. To monitor info@pafras in-box and respond/forward emails accordingly
4. To monitor PAFRAS Twitter account, engage with followers and provide weekly updates
5. To capture the lived experience of our service users and share this across various channels
6. To develop marketing materials for different audiences including service users and supporters
7. To contribute to the development of a quarterly newsletter as agreed with the PAFRAS Director

Skills, knowledge and experience to be able to carry out this role;

1. Have the skills to be able to use Facebook, Twitter and other social media outlets to engage with supporters, donors, service-users and volunteers
2. Have the skills to be able to capture the experiences of our service-users
3. Awareness of the hopes, needs and experiences of asylum seekers and refugees
4. Excellent IT skills
5. Able to work on your own initiative and be a good team player
6. Be available for two x half days a week for at least 6 months
7. Lived refugee experience (desirable)

PAFRAS will:

* cover travel expenses
* provide induction and training
* give you support & supervision
* give you experience in a busy, friendly, passionate and supportive office environment
* give you a reference
* be flexible around days and times to suit you