

# Volunteer role description

## Communications volunteer

### Why we need your help

The Communications and Engagement team is responsible for helping provide a professional Trust-wide communications service which works to establish and maintain good communications and relationships between the Trust and its stakeholders including staff, patients, public, media and partner organisations.

The Communications and Engagement Team volunteer is an important role in helping our small team maintain this function and help deliver on our daily tasks.

### What you will gain from this role

- Working and interacting as part of a great team
- Job satisfaction
- Recognising the work you do, goes into the day-to-day working of an important corporate function of the Trust

### What does a Communications volunteer do?

- Local and National News monitoring of UHP
- Recording news events on Comms Monitoring, scanning and saving cuttings
- Registering Consent Forms of photography and video work from visitors, patients and staff, scanning and saving these and recording these against GDPR regulations
- Updating Comms Monitoring spreadsheets for news, videos, reactionary statements and releases to the media and beyond
- Preparing the quarterly Cascade magazine for post and delivering to 9,000+ staff
- Assisting in campaign work such as the Staff Survey, internal flu campaign and surveying work associated with some campaigns, including administering surveys and the data entry
- Assistance with Comms Events, Filming, Posters and Campaign Info distribution
- Hand delivering key information to wards and other areas of the Trust
- Assisting in organising visual communications in the Trust (e.g. noticeboards, posters etc)

### What skills or experience do you need?

- Basic IT skills
- Office N365, use of a PC, Printer/Scanner
- Admin and organisational skills
- Interpersonal skills – the Comms and Engagement team meet people from across the organisation and external to the Trust. Often the first point of contact, making a great first impression goes a long way.
- Comfortable with data entry

- Professional and friendly demeanour and ability to work as an important individual in the team

**Location**

Communications Office, Level 7, Derriford Hospital, Plymouth

**Days and times required**

Variable

**Other requirements**

Must comply with Covid infection control measures