

Thames21 Communications Volunteer

Role type: Voluntary – travel and lunch expenses paid

Hours: 1- 2 days per week

Duration: 3 months minimum

Reports to: Communications and Campaigns Officer

Location: Thames21 Offices, Guildhall, London

This is a unique opportunity to join the Thames21 Communications team as it builds momentum and awareness around the key themes of plastic pollution, river restoration, climate change and flooding, and public access to our water spaces. Get on board to help highlight to London, national and international audiences the way Thames21 projects are addressing key global issues. In order to keep up the momentum we are looking for a volunteer to assist with some of the increasing communications workload.

WHAT YOU'LL BE DOING

- Help schedule social media including Facebook, Twitter and LinkedIn
- Help develop and maintain Thames21's Instagram presence
- Assist in maintaining an effective website to ensure all content is up-to-date and inspiring
- Help draft news stories for our website
- Help draft press releases, potentially with proactive follow up, to secure media coverage
- Communications for London Rivers Week, one of the fastest growing environmental campaigns in the capital

Additional responsibilities (given time and interest) may include:

- Assist with key charity engagement and stakeholder events and related follow up activities
- Get involved in Facebook live
- Help organise and develop the Thames21 image library
- Identifying social media influencers

HOW YOU'LL BENEFIT

This role will provide multiple ways for you to help develop your career in communications and the environment:

- You will build experience in using social media to drive brand awareness and campaigns
- Get hands-on experience in PR: drafting press releases and dealing with media on a variety of events
- Experience writing copy for the web using CMS
- The opportunity to work with senior people within the environmental sector

- Learn about key environmental challenges in London and proactive responses to them

WHO WE'RE LOOKING FOR

We're looking for someone with an interest and understanding of digital and social media, a self-starter comfortable with working within a busy team and on their own initiative.

The right candidate will have a high competency in spelling and punctuation, and demonstrate good attention to detail. You'll need to be IT-literate, comfortable with using different software packages; interested/experienced in using digital media and social media to communicate and an understanding of inclusion and equal opportunities. An interest in the environment would be beneficial.

HOW WE'LL SUPPORT YOU

- With reasonable travel expenses
- Provide in house training relevant to your tasks
- Provide a reference

To apply, please email your CV and a brief covering letter stating why you would like to apply for the position and what you feel you could bring to the role to:
Kirsten.downer@thames21.org.uk **by 6pm Wednesday 11 March 2020.**

Interviews will be held on Thursday 19 March at the Guildhall, City of London EC2V 7HH