

## Vacancy - Volunteer Communications Coordinator



**Role:** Volunteer Communications Coordinator

**Reports to:** Marketing Director

**Responsibilities:** Copywriting Relevant Content for Marketing Purposes

### **Purpose of the role:**

Responsible for the creation, management and sharing of blogs, MailChimp newsletters and communications online.

### **General & Key Responsibilities:**

- Creating content/copywriting
- Use of established branding
- Regular meetings with Projects Assistant
- Handle sensitive information and pass it on to the appropriate parties.

### **Skills required for this Role**

- Experience with MailChimp
- Familiar with Canva
- Good understanding of blogging
- Strategically and operationally aware.
- Enthusiasm for the message and organisation's intentions
- Support aspirations and ambitions, be outward-looking and encourage high expectations.

### **About you**

- An interest or lived experience with children with additional support needs
- Shares the values, vision and mission of Nurture Steps
- Experience and/or understanding of disabilities relevant to the organisation
- Respectful, encouraging and supportive
- Excellent communication skills



- Enthusiastic, has an eye for detail
- Organised, self-motivated and enjoys the creation of content
- Driven by the charities' intentions and ethos
- Close to or in Fife or Dundee

### **Commitment and requirements**

- 3 hours per week
- Drive company forward and champion for Nurture Steps
- Contribute to strategy meetings about marketing

### **Support**

You will be given all the required guidance and support before beginning your role, including NSPCC Child Protection Training.

### **Record your interest**

Email: [info@nurturesteps.com](mailto:info@nurturesteps.com)