

VOLUNTEER JOB DESCRIPTION AND PERSON SPECIFICATION

- Do you want to use your skills and experience to help a not for profit improve the outcomes for at risk young people?
- Are you a team player?
- Do you go the extra mile to help others?
- Are you passionate about creating social change?

If so, we need your help. We are looking for driven and passionate volunteers who are able to help us, help more young people.

Say It With Your Chest is recruiting volunteers to help us with our work. Volunteers are vital to the success of the organisation and your efforts will help us expand our impact.

To help you understand what we do please visit our [About Us](#) page and [Our Services](#) page.

Volunteers will be expected to help Say It With Your Chest based on our current needs but based on your experience and interests tasks could include:

- Updating our social media pages.
- Writing blogs for our website.
- Creating promotional materials.
- Contacting schools and corporate businesses to form partnerships.
- Helping run our Switch Ambassador Programme in a school.
- Providing administration support i.e. creating spreadsheets and powerpoints.
- Fundraising i.e. identifying grants for Say It With Your Chest to apply to and helping organise fundraising events and activities.
- Other activities which will help us further our cause.

Skills and Qualities:

- Good verbal and written communication skills.
- Excellent working knowledge of Excel, Word and Powerpoint.
- Willingness to learn.
- Enthusiastic with a positive attitude.

Location

Our office is located in Hackney in London but due to Covid-19 all of the volunteering work will be done remotely.

Volunteering requirements

- You would need to be able to volunteer for a minimum of 16 hours per month for six months.
- You must live in the UK.
- You are at least 16 years old.
- Have access to a computer with a good wifi connection.

Benefits

- Free access to a 24/7 wellbeing helpline.
- Training.
- An opportunity to gain new skills.
- Invitations to exclusive Say It With Your Chest events.
- Great experience to put on your CV.
- Flexible volunteer hours that fit around you.
- Being part of an organisation with like-minded people.

Additional information

Any offer will be conditional on us receiving at least two satisfactory references. If your volunteering position involves working with children then you will be subject to a criminal record check conducted by the Disclosure and Barring Service (DBS).

We would particularly welcome applications for this role from those who identify under one of the protected characteristics under the Equality Act 2010, which include race, age, disability, gender, religion or belief, and sexual orientation. We value the differences that a diverse workforce brings and we are committed to inclusivity. Our selection procedures ensure that people are treated on the basis of their relevant merits, experience, skills and abilities and that no individual receives more or less favourable treatment. We can offer flexibility through the interview process and endeavour to accommodate a candidate's needs.