



Volunteer Communications Assistant (part-time)

Who we are

The Harbour is a small charity based in the centre of Bristol. Our vision is that everyone in Bristol has a safe space to talk and be listened to when they face death, dying and bereavement. Since 1991 we have offered counselling and psychotherapy services to people with a serious of life-threatening illness, their carers and loved ones, and people who have been bereaved. Since the Covid-19 pandemic we have transitioned from face-to-face counselling to offering these services remotely via video call and telephone. We are working towards offering a hybrid service, which means that we can provide our services remotely and face to face.

Covid-19 has made our service more relevant than ever before, as more people face the impact of life-threatening illness alongside the pressures experienced during lockdowns. Referrals to The Harbour are increasing and we anticipate that we will be needed more than ever as we emerge out of the pandemic in the months to come.

The role

The Volunteer Communications Assistant will support the Fundraising and Communications Officer, focusing primarily on The Harbour's social media, marketing and digital presence, including ensuring the website is kept up to date.

You should apply if

We are looking for a creative and organised volunteer assistant to help share the communications administration at The Harbour. Working as part of a small team, you will report directly to the Fundraising and Communications Officer. You will have excellent knowledge of social media platforms (Twitter, Instagram and Facebook) and ideally WordPress, great attention to detail along with a knowledge of / experience working in (or studying) marketing and communications. We are looking for an individual who is proficient in using the Microsoft 365 suite and is a team player who is enthusiastic about helping to support staff to deliver the best service that they can.

Above all, you will want to make a difference to people in Bristol who face death, dying and bereavement. If you want to join our friendly and committed team then we would love to hear from you.



Someone to talk to when you need it most

VOLUNTEER COMMUNICATIONS ASSISTANT (PART-TIME)

Hours: 5 hours to be worked flexibly between Tuesday and Thursday

Reports to: Fundraising and Communications Officer

JOB DESCRIPTION

Assist the Communications Team in carrying out social media and marketing at The Harbour

KEY RESPONSIBILITIES

- Assist the Communications Officer in developing a stronger social media presence for The Harbour
- Regularly update The Harbour's social media channels
- Update The Harbour website (WordPress) when required
- Assist the Communications Officer in the development of a newsletter for donors
- Explore potential avenues for fundraising; e.g. sponsorship events

The above list of job duties is not exhaustive and there may be occasions where you will have the opportunity to get involved in other areas within the organisation, develop your skills further and support a great cause.

Application process

To apply for the role please email recruitment@the-harbour.org.uk to request an application form. The deadline for applications is **10th February 2023**

The Harbour recognises the positive value of diversity and is dedicated to being an inclusive organisation. We encourage applications from people of all backgrounds and are committed to having a team with a diverse set of skills and experience.

Please note we request no contact from recruitment agencies.