**Changes Bristol Marketing and Design Assistant**

**Role advert**

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| About Changes Bristol | Changes Bristol is a grassroots peer led mental health charity based in the Barton Hill Settlement. Changes Bristol has been running mental health peer support meetings across Bristol for over 14 years and our expertise helps more and more people each year. Our meetings are safe places for people to come and talk about their feelings and to take steps toward improving their lives.The meetings are non-judgmental and confidential and are free to access. With your help we can provide support to more people across Bristol to improve their mental wellbeing.  |
| Details of the role: | We are looking for a creative and enthusiastic marketing and design volunteer who would help us to create inspiring and engaging materials and content for social media and print materials. As a small charity we aim to reach more people across Bristol who can benefit from the service we provide, enabling people to meet, share, connect and strive towards better mental health.The Marketing and Design volunteer will provide valuable support to our small team and especially support our Development and Events Manager to raise awareness and vital funds needed to run our mental health service across Bristol. It’s a fun role where you can get involved in running online fundraising campaigns and building up our social media presence knowing that you are helping a local peer led charity to progress and offer more support to those in mental distress.This role is perfect for someone who already has experience in marketing and design and is keen to gain more experience in the charity sector, or someone looking for a career change or simply to get stuck in to some worthwhile grassroots projects.The role will mainly be office based and ideally one whole day or half day/s every week. You will also have the opportunity to support on events outside of the office. |
| Deadline for applications | ongoing |
| Start date | negotiable |
| Tasks could include:  | * Creating marketing designs using software such as Canva.com and updating our website (training will be provided).
* Using Hootsuite to schedule and plan social media content.
* Monitoring and reporting on performance on social media platforms.
* Working as part of a team and with other Changes Bristol staff and volunteers
* Carrying out other relevant tasks as required
* Adhering at all times to Changes Bristol Confidentiality, Equal Opportunities and Health & Safety policies
* Participating in training, support and supervision sessions as required
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| Person Specification | Essential skills:* Experience in using Canva
* Knowledge and understanding of designing for print
* Experience in designing digital adverts/ social media posts.
* A passion for communications and marketing in the not for profit sector.
* Experience with social media (you will help us to maintain our communication on Twitter, Instagram, LinkedIn, Meetup and Facebook)
* Attention to detail
* Excellent organisational skills
* Self-motivated, proactive and able to work using your own initiative
* Flexible and Enthusiastic attitude

Desirable skills:* Previous experience working with charities
* Self-driven
* Excellent communication skills
* Knowledge about Mental Health
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| What we offer | Induction training for the roleExperience working for a small grassroots charityTraining and development opportunitiesTravel expenses reimbursedFlexible volunteering hoursJoin a small and vibrant team A fun and friendly work environment |

If you are interested in this role, please complete the application form using this role description and person specification. Please send your completed application to kat@changesbristol.org.uk.

If you have any questions, or for an informal chat please contact Kat on 0117 941 1123.