



Voices in Exile

# Communications and social media support volunteer

## Background

Voices in Exile is a registered charity that works with refugees, asylum seekers and migrants with no recourse to public funds in Sussex and Surrey. We offer both practical and legal support including generalist advice and specialist immigration casework for those who would otherwise be unable to access justice. As part of our holistic approach we also advocate for, accompany and enable people to access services, build community, and develop their own potential through a programme of learning and creative activities. Our vision is of a world where all people are treated with respect and dignity within a system that is fair and just.

## Purpose of the role

Work with us to build our comms and social media presence, help us connect with the community, raise awareness of our services, and support fundraising

## Location: Office/ hybrid

Please note, our office is accessible only by people able to use stairs. If you are unable to access the building, you will be able to volunteer remotely.

## What's involved

- Write and publish articles, once approved, on our website (using WordPress) and in our newsletter (using Mailchimp)
- Create social graphics and other visual assets (using Canva)
- Draft social posts in Buffer (software tool to manage social media scheduling and content)
- Events – assist with planning, organisation, and preparation of marketing materials
- Contribute ideas for content and social posts that build awareness of the work that Voices in Exile does and wider refugee/migrant issues

## We are looking for people who have:

- A good standard of written English
- Experience creating short and long-form copy for use across key marketing channels
- Knowledge of social media and other communications tools
- A good knowledge of WordPress (or similar CMS)
- Photography/video creation skills (for use on social media use) – would be great!

To volunteer with Voices in Exile you should have an interest in migration issues and a commitment to basic human rights.

## Time

- 1 - 3 hours per week
- Able to commit to volunteering for 6 months

## **Benefits**

- This role can be done remotely and is flexible according to your availability
- You will meet people from different countries and cultures
- Make a difference to asylum seekers, refugees and migrants

## **Support**

- You will receive a full induction into Voices in Exile and your role
- You will be supervised by a named staff member at Voices in Exile throughout your volunteering with us
- You will have regular volunteer support group sessions where you can meet other volunteers for peer support and learning
- We believe that volunteering should not leave you out of pocket. We can cover reasonable travel and other agreed out of pocket expenses

## **Practicalities**

Due to the nature of this role, we will require you to:

- Attend our induction and training sessions
- Follow the policies and procedures of Voices in Exile

**We welcome applications from people from refugee and migrant backgrounds and people who have a community language in addition to English.**

**To apply for this role, please complete our [application form](#). For a Word copy of the form or to discuss this role, contact: [volcoordinator@voicesinexile.org](mailto:volcoordinator@voicesinexile.org)**