

Volunteer Communications Assistant – Centre 33

Hours/Commitment	<ul style="list-style-type: none"> Up to 4 hours per week, ideally with 1 regular slot – timing to be agreed. On the job training will be provided depending on level of experience. Centre 33 would hope for a one-year commitment after completion of training, but we recognise this will not always be possible. You must be aged 18 or over.
Place of work	Centre 33 runs five drop-in hubs in Cambridge, Ely, Peterborough, Huntingdon and Wisbech. You are welcome to volunteer from any hub, but some remote working is also possible.
Responsible to	Communications Co-ordinator
Other	A full DBS disclosure will be requested (Having a criminal record will not necessarily bar you from working with us, it will depend on the nature of the position and circumstances and background of your offences).

Purpose of Your Role

Centre 33 provides free and confidential information to young people aged 13 to 25 in Cambridgeshire and Peterborough. We support young people with their mental health, caring responsibilities and practical issues such as housing and sexual health.

The Communications team raises awareness of Centre 33 and the impact of our support through social media, our website, publicity and printed materials in the community, and ensures our brand remains consistent in both internal and external use. The Volunteer Communications Assistant will support the Communications team in its work.

Principal Tasks

As a Volunteer Communications Assistant, you will be required to:

- Support the Communications team in various tasks and projects – this will be shaped by your background and experience. We welcome your ideas and input on tasks that might be a good fit.

- Assist with organisation of Centre 33 content, including quote banks and photo libraries, including sourcing new stock photography.
- Add to a bank of content ideas to be used in future communications projects.
- Support with organising important Centre 33 contacts, such as mailing lists and publicity contacts.
- Provide written content where appropriate for newsletters and written Centre 33 materials.

Additional Responsibilities and Expectations

- Work closely and respectfully with other staff, volunteers, and, where relevant, young people.
- Respect confidentiality and obtain the necessary consents when using or sharing personal stories.
- Champion Centre 33's values and inclusive approach to working with young people in all our communications materials.
- Be flexible and proactive in taking on tasks that support the overall aims of the Communications team.

Skills and Experience

Essential

Strong written and verbal communication

Strong organisational skills

Confident using computers and digital tools

Commitment to the values of Centre 33

Desirable

Experience using design tools such as Canva

Previous experience with communications, marketing, or youth work

Photography, video, or editing skills