**Outreach and Communications Volunteer**

As an outreach and communications volunteer with Settled, you will promote Settled and its services within your local community. You will work closely with Chris Keppie, our Communications Manager, and his team. The role will require you to network with local community groups, third sector support services, local embassies or consulates, local authority statutory services, and any other group that is involved in supporting EU and Ukrainian citizens in the UK.

The main purpose of the role is to expand the reach of Settled into communities across the UK to offer support to as many people as possible, particularly people who are ‘vulnerable’ or ‘hard to reach’ in any way. This will include building a network of positive relationships with local and national organisations operating in your area who will be able to refer/signpost to us and share our promotional materials; and with local media organisations (who will then liaise with Settled staff). It will also include researching and sharing to appropriate local social media groups.

You will be a representative of Settled, have a detailed knowledge of the charity, its history, and the services we provide.

This is not an advice role. Candidates will not require OISC accreditation and will not be permitted to give tailored immigration advice.

**Summary of duties:**

* Attend local community venues, engaging with potential service users and referring organisations, distributing Settled publications., and increasing sign up to our social media pages/groups and newsletter.
* Attend appropriate local networks, forums, or meetings to promote the work of Settled.
* Work with other communications staff and volunteers to populate a local digital asset map relevant to Settled and its work.
* Assist with social media analytics to monitor what trends and patterns produce best engagement in local contexts.

**Role requirements:**

* Confidence and outgoing personality to attend local events and meetings, and to make 1:1 contact with potential referring or media local partners.
* Ability to act as a professional and positive ambassador for Settled.
* Access to a computer and internet.
* Monthly time commitment can be flexible and is open to discussion. Volunteering commitment for a minimum of 6 months is preferred.

This voluntary position is not paid, but reasonable travel costs will be reimbursed.