

VOLUNTEER SERVICE

Newsletter Volunteer

Responsible To: Senior Support Coordinator

Service: Islington Families (part of EPIC Trust)

Summary: Islington Families offers a floating support service to vulnerable families who may be struggling with issues such as mental health, substance misuse, domestic violence, financial problems, housing, parenting, health, relationship difficulties. The service is designed to empower families and help them to access services and opportunities to improve their quality of life. You would be helping to create our regular newsletters and other publications to ensure that our service users are well informed about the service and opportunities available to them as well as giving them the opportunity to have their say and shape the direction of the service.

Location: 84 Mayton Street, Islington, London N7 6QT

Some of the tasks this volunteer may be doing:

- Gathering material to include in newsletters by talking directly to service users for stories, news and feedback
- Liaising with support co-ordinators and managers around their ideas and information they'd like to communicate to service users
- Conducting research on activities, events and services available in the local community which may be of interest to service users
- Planning the layout of newsletters, including photographs and visual content
- Collating information and producing high quality newsletters and other publications that meet organisational brand guidelines
- Sharing ideas and supporting with the co-ordination of events taking place at the project such as family events

We are looking for someone who:

- Has excellent literacy and IT skills
- Can work on their own initiative, as well as part of a team
- Is organised, able to prioritise tasks and meet deadlines
- Can communicate clearly and honestly
- Is sensitive to the needs of vulnerable people
- Has an understanding of cultural and diversity issues and works in an anti-discriminatory manner
- Can work within EPIC Trust's policies.

Hours & Expenses

We are looking for volunteers to offer 4 to 8 hours per week. This opportunity is available Monday-Friday between the hours of 9am-5pm. We offer high quality training, support & supervision. We will pay for travel expenses to and from the workplace, and a contribution towards lunch expenses, as long as tickets and receipts are provided.