



# Communications Volunteer Role Description

**Time commitment - around 3 hours per week**

Good communication and feedback between all stakeholder groups of Dumfries and Galloway LGBT Plus is essential to the success of the Organisation - these stakeholders can include service users, members, wider community, families, professionals, other volunteers and more. When communication works well, is the best way of keeping people feeling involved and valued, and to make sure we are basing our work on the needs of our stakeholders. Your role will be instrumental in making sure people feel heard and seen.

## **We are particularly looking for:**

- Newsletter contributors and editors - writing, producing and distributing our newsletter
- Facebook page / web masters - keeping our online spaces informative and safe
- Forum facilitators - gathering the views of our stakeholders face to face and online

## **Ideally, you will be:**

- An excellent communicator, either written or face to face
- Enthusiastic, passionate and knowledgeable about Dumfries and Galloway LGBT Plus
- A people person, valuing others' opinions
- Open and approachable
- Diplomatic and empathic
- Discrete and respectful of confidentiality
- Able to work effectively with other colleagues to deliver key messages
- Literate and good at writing in a number of formats
- Skilled with relevant IT programs and online platforms

## **What you will do:**

You will work as a team, playing to each other's strengths to:

- Support the production and distribution of a regular newsletter for our stakeholders, working with colleagues to develop content
- Organise and co-facilitate regular Forum meetings to relay key messages and gather feedback
- Take a co-ordinating role on updating and relaying key messages through online media and forums
- Come up with new and exciting ways of communicating information to our members and the wider community

## **What you will get out of it:**

You will get to know a wide range of the Organisation's various stakeholder groups very well and will be in a privileged position of trust with all members. You will have the satisfaction of seeing everyone work and engage effectively through good communication facilitated by you and your fellow Communications Volunteers.