

Volunteer Role Description

Role Title:	Communication and IT Project Assistant
Department:	Finance and Operations
Reporting to:	IT Support Officer / Head of IT and Projects
Location:	Cardiff Office, Gleider House, Llanishen

Why am I needed?

This project will be supporting our IT and Projects team to look at new ways of communication including, but not exclusive to, social media and gaming.

We are looking to move our technology forward, but the aim of this role will be looking at our outward facing platforms and what we currently use versus what we may need to consider working with in the future. We need someone to help investigate what platforms do, how they work and also look at easy to use technology changes that we could tap into.

It is important for us as a charity to ensure we are raising our profile to our current, past and potentially new supporters to ensure we can continue to do the work we do and help support those with cancer and their loved ones.

What will I be doing?

Your main tasks will involve, but may not be limited to:

- Audit of current communication methods we use, with a focus on the younger audience
- Inventory and evaluation of platforms that could be used (e.g.Snapchat, Youtube)
- Review and evaluation of communication methods other organisation are using
- Research into how people want to communicate and fundraise/donate with us digitally
- Reporting on current trends that could be used to raise awareness and/or add value to our fundraising
- Liaise with staff from different departments to understand their communication needs and what potential platforms could be utilised for those needs.

What skills and qualities do I need?

- A friendly and enthusiastic approach and the ability to get on well with others
- Good understanding of social media and other communication platforms
- Excellent communication and analytical skills

- Excellent IT skills including experience of Microsoft Office
- Methodical with good attention to detail
- Pro-active with a 'can-do' attitude and a flexible approach to tasks.

What support and training will I be given?

- The IT and Projects Team will be on hand to support you in your role
- You'll have access to our eLearning system with access to online courses and access to internal training and information sessions where relevant
- You'll have a full induction to the charity and your role, and regularly take part in meetings.

How much time do I need to commit?

Ideally you'll be able to commit to giving a minimum of 4 hours/half a day per week. This role is flexible (Monday – Friday) and hours are available to fit around you. We expect the project to last around 2 months. Please note there maybe scope to commit more time if you'd like to and there could be projects beyond this you could support us with.

What benefits can I expect?

- The chance to gain experience in an IT/Marketing role and to work alongside our experienced IT/Marketing and Projects Team
- The opportunity to develop a broad range of skills and increase employability
- Reasonable travel and lunch expenses can be paid in line with organisational policy
- Access to apply for internal vacancies
- A fun and welcoming workplace; we have a number of groups that you can join whether its walking, singing, fundraising or football – there's something for everyone.

Where will I be based?

You'll be based at our Cardiff office in Llanishen, CF14 5BD.

How do I apply?

Please follow the link to [apply online](#). If you've got any questions please contact our Volunteer Development Team by emailing volunteer@tenovuscancercare.org.uk or calling us on **029 2076 8850** and we'll be happy to help.