**Job Title: Communications and Events Volunteer**

**Reports to: Communications & Events Manager**

**Salary:** **Unpaid, the chosen candidate will receive a weekly allowance to cover travel and lunch expenses**

**Hours:**  **2 days a week minimum**

**Duration:** **3 months**

FORWARD is seeking an enthusiastic and committed volunteer to work with FORWARD’s Events and Communications Team.

FORWARD (Foundation for Women’s Health, Research and Development) is an African Diaspora organisation dedicated to advancing and safeguarding the sexual and reproductive health and rights of African women and girls. We work in the UK, Europe and Africa to help change practices and policies that affect access, dignity and wellbeing. We tackle female genital mutilation (FGM), child marriage and related health/rights issues affecting African girls and women.

This volunteer position will be joining FORWARD at an exciting time and the position is a fantastic opportunity for a candidate seeking more experience in communication and events in an NGO environment. The placement will be for a 3 month period in our London office.

Applicants must be well organised and enthusiastic “self-starters,” they must have a keen awareness of the key areas of FORWARD’s work and a demonstrable interest and knowledge in international development and human rights, specifically the rights of women and girls. Excellent communication and social media skills and being able to demonstrate great writing skills and having an eye for detail are also imperative for this role.

**Main areas of work:**

* Uploading new content to the FORWARD website
* Assist with scheduling and updating of the FORWARD Twitter, Facebook, Instagram, LinkedIn
* Creating new content for social media, including using Canva
* Assisting with the inputting of data and organisation of the FORWARD supporter database
* Assist in writing for and putting together of FORWARD Annual Report, e-newsletter and blog
* Supporting FORWARD on event organisation including in the marketing of events
* Assist with resource development (including writing, assembling info, basic design to dealing with designers and printers)
* Assisting the Communications and Events Manager with admin, researching media contacts, advertising FORWARD resources and vacancies to external networks/companies.
* Assisting with individual donor management, contacting fundraisers, sending out fundraising packs
* Assisting with merchandise stock taking, organisation and mailing

**We are interested in applicants with the following set of skills:**

* Excellent written and spoken English
* Experience of digital campaigning social media and understanding its impact
* Well organised and efficient
* A good understanding of the main areas of FORWARD’s work (FGM, child marriage and obstetric fistula)
* A positive attitude in the portrayal of the above issues and an understanding of routes to market FORWARD communications to the correct audiences
* Events marketing experience
* An understanding of and experience of using Wordpress would be an advantage
* Able to work in a timely manner and to deadlines
* Innovative and analytical mind
* Good team player

**Eligibility and criteria for this role:**

* The role is offered on a minimum 2 day per week basis
* Must be able to commit to at least 3 months
* The chosen candidate will receive a weekly allowance to cover travel and lunch expenses

**To apply:**

Please send a CV and cover letter addressing each of the skills criteria, for the attention of Naomi Reid to [naomi@forwarduk.org.uk](mailto:naomi@forwarduk.org.uk) by **Thursday 28th February 2019**. Please clearly state “Communication & Events Volunteer Application” in the subject line.