# Logo Description automatically generated

## Role Description

## Role title: ecobirmingham volunteer – Communications and Impact

### Location: Northfield Ecocentre, 53 Church Rd, Northfield, Birmingham B31 2LB

### Hours of Work: Dependent upon your availability but a minimum of 1 day per month

### Reports to: Project Coordinator

**Remuneration:** This is a voluntary role. You will be reimbursed for expenses including travel and training

## Core Duties: Office based communications and impact support tasks, such as helping collate and review our impact surveys, updating our Customer Relationship Management database (Hubspot), support with social media and other channels and marketing and stakeholder research supervised by our Communications and Impact Coordinator.

## Experience and Qualities needed:

* You will be someone who is organised and able to analyse information
* You are computer literate
* You can work as part of a team
* You are passionate about telling the story of what ecobirmingham is achieving
* You may have some background or interest in communications, marketing or measuring impact

**Information**

Contact [charlotte@ecobirmingham.com](mailto:charlotte@ecobirmingham.com) for enquiries about the role.

**Application**

Send a covering letter of no more than 2 sides, setting out why you are interested in the role, what you can offer and the contact details of two referees.

Send this to [anne@ecobirmingham.com](mailto:anne@ecobirmingham.com) by September 30th 2022. We will organise interviews in early October, with the aim for successful candidates to join us by the end of October.

## Any special conditions

Any role that involves direct contact with the public will require a DBS record check.