

Communications Volunteer

What will I be doing?

As a Communication Volunteer you will support the team with setting up their SharePoint files in a way that serves the Policy and Communications team goals.

In this role, you will be supporting us with all or some of the following tasks:

- Reorganising our Communications shared files creating a photo and design asset library on SharePoint.
- Organising the team's case studies and received consent forms in a GDPR-compliant way.
- Managing our Communications Mailbox by triaging requests and directing or replying as necessary.
- Supporting with basic website maintenance.
- Supporting the team with a range of other general administration tasks.
- Promoting St Mungo's work in an appropriate manner.
- Adhering to St Mungo's Policies and Procedures at all times.

Where/ When will I be volunteering?

See this role's advert for more information on location and time commitment.



Do I need to have any specific skills?

- Good knowledge of SharePoint and general IT skills.
- Good with processes and systems.
- A friendly personality, good interpersonal skills, enthusiasm and motivation.
- Some experience with working with GDPR and consent would be desirable but not essential.
- Genuine interest in St Mungo's work, homelessness, and our client group.
- A commitment to diversity & equality.



What support will I receive in return?

We have a dedicated team to support you in your volunteer journey with us. You can find out more about [what you'll gain from being a St Mungo's volunteer on our volunteering webpages](#).

We are also committed to progression at all levels and [we support and develop our volunteers](#) to ensure that they are best placed to make progress in their careers.

How do I get started?

[Apply online](#). Or, contact us at volunteer@mungos.org or on 0203 856 6160 for further support.