Communications Volunteer

Volunteer Task(s) Specification

Background/Purpose

One of the primary goals of Healthwatch Hammersmith & Fulham activity is to influence the commissioning and provision of Health & Social care services through strong evidence, rooted in community engagement, and coupled with effective liaison work on relevant boards and committees. To do this effectively Healthwatch Hammersmith & Fulham needs to engage with a number of different audiences including the general public. This requires Healthwatch to embrace a wide range of marketing and communications techniques using a variety of communications channels, including electronic media. This role is to make efficient and effective use of electronic communications, including social media. Initially the role will focus on the website.

Benefits:
- The role will provide an opportunity for the volunteer to further practice their skills in a real and busy (if virtual) work environment.
- Ultimately, for Healthwatch, it will mean more useful engagement with more people.

Tasks:
- To regularly post stories and other information on to the website from material supplied by the Healthwatch team.
- To recommend and implement (agreed) refinements to reflect new developments and user expectations while complying with DDA and visual identity protocols.
- To identify, investigate and resolve technical issues with others.

Time commitment:
- To be agreed, but must result in the website being regularly updated (3 times a week).

When:
- Dates and times as agreed with Healthwatch staff.

Skills/experience needed:
- Experience in working with content management systems (CMS), preferably Drupal
- Sufficient understanding of how websites work and the terms used in order to engage in meaningful dialogue with website hosts/providers on technical issues
- Experience working within visual identity guidelines

- An appreciation of graphic design/layout, and ability/skills to source and manipulate images as required
- Likely to have own computer equipment and internet access