**Media and Communication Support Volunteer**

**Purpose of Role:**

• Assist with content for the website, social media and print media

• Research possible audiences for content

**Volunteers will be required to:**

• Create posters and leaflets

• Write content for the Healthwatch Waltham Forest website

• Create surveys

• Research other organisations and media outlets for ideas

• Research recent health news stories

\* Tasks can be adapted to suit volunteer’s needs and interests

**Skills/Experience:**

Essential

• Be reliable

• Be willing to learn

• Good written and spoken English

• Attend training sessions (as required)

• A friendly personality

• Experience of using Microsoft Office

Desirable

• Be creative

• Experience of working with In-Design/Photoshop

• Ability to focus

• Be able to work well under pressure

• Can work on own initiative

• An eye for detail

• Good organisational skills