
Digital Communications Volunteer

Purpose of Role

This is an exciting opportunity to get hands-on experience with a global not-for-profit organization which is a leader and innovator in the international business community. This role will support the IIRC's digital communications activities, including website, newsletters and publications. It will provide fantastic experience for someone wanting to develop their communications skills further in a fast-moving business environment.

Main activities

- Working with the team to ensure website content is up-to-date
- Producing and compiling content for on-line channels
- Ensuring social media channels are optimized
- Identifying content from partners' sites which may be relevant to integrated reporting
- Measuring activity in digital channels, producing regular performance data.

Duration: 28 hours per week (with flexibility) for 3 months.

Location: IIRC office in Central London

Person Specification

- Good communications skills including writing engaging copy for a range of digital media.
- Ability to comprehend and communicate a range of complex issues
- Able to understand the needs of different audiences and capable of presenting messages in an engaging way
- Some experience in measuring digital communications and social media activity and performance desirable
- Committed, enthusiastic and articulate, with good attention to detail
- A proactive team player also capable of working autonomously
- Willing to learn and develop own skills.

Skills and Experience

- Knowledge and some experience of working with on-line platforms including blogs and social networks (Twitter, Facebook, LinkedIn, Youtube) and ideally some experience using them for business/commercial purposes
- Demonstrable writing and editing skills, particularly for on-line platforms
- Basic knowledge of HTML, Wordpress, Google Analytics and Microsoft suite.

Responses

Interested applicants should send a CV with a cover letter to contact@theiirc.org, under the reference 'Digital Communications Volunteer' by Friday 18 August 2015.

Only shortlisted applicants will be contacted.