

**Volunteer role**

Communications volunteer

Location: Vauxhall, London

Hours: Two days per week (10am - 4pm); flexible

Duration: 3 months

Closing date: 16 August 2019 (however, we may welcome volunteers on a rolling basis)

About us

At Prisoners' Education Trust (PET) we believe that education has the power to transform lives. Working in every prison in England and Wales, we provide funding for nearly 2,000 courses a year, at levels and in subjects that would otherwise be unavailable. Our policy and research work help us to understand the need for and impact of education through distance learning, as we work to raise our profile and improve provision in every prison.

From our foundation in 1989, we have grown to a staff team of more than 20 between London and Cardiff, as well as a thriving networks of academics, fellow practitioners and former prison learners.

Role description

This role will support the Communications team with their work, with a particular focus on the charity's new website.

Responsibilities include:

- Writing, editing and supplying content for the new website
- Uploading content to the website
- Managing image, content and contact databases
- Producing social media content
- Ad hoc administrative and creative tasks

Person specification

We are looking for a volunteer who is passionate about education and its value in transforming lives.

Essential:

- Excellent written English
- Excellent digital skills
- Excellent attention to detail

- Experience of using social media
- Excellent time management
- Interest in the prison education sector

Desirable:

- Journalism/communications qualification
- Experience of working in an office environment

What's in it for you

- The chance to develop communication, media management and office-based skills
- The opportunity to learn about the issues related to prison education
- A full induction with ongoing training and support
- The opportunity to bring your existing skills and experience to a charity helping thousands of prisoners to achieve their potential through learning
- Expenses paid for travel to and from London and lunch

To apply

Email your CV and a covering letter stating how you meet the person specification to Calum Walker (communications officer): calum@prisonerseducation.org.uk

If you would like to find out more about this role or have any questions, please send an email to the above address.