ROLE DESCRIPTION

Media and communications volunteer

Based: FPA headquarters, Hoxton, London N1
Hours: 6 – 14 per week (Monday to Friday during normal office hours)

About the role

At FPA we give straightforward information, advice and support on sexual health, sex and relationships to everyone in the UK. We educate, inform and support people through our specialist sexual health programmes and counselling service, our website and publications, our training for professionals and our public awareness campaigns.

We’re seeking an enthusiastic and skilled volunteer with an interest in sexual health to support our Communications team and assist our Media Manager with our press, campaigning and digital activities.

What we are looking for

- Interest in press and communications (including social media).
- Interest in politics and current affairs.
- Interest in helping FPA meet its aims.
- Good organisational skills.
- Research skills.
- Excellent communication and interpersonal skills.
- Ability to work as part of a team.
- Enthusiasm and willingness to learn.
- Good computer and database skills.
- Commitment to volunteering for at least six hours per week on a regular basis.

Typical tasks

- Monitoring the media for sexual health issues and FPA activity.
- Researching sexual health issues.
• Helping to compile Sexual Health News, a weekly roundup of sexual health stories in the media.
• Helping to write press releases, editorials, Q&A features and other media related copy.
• Supporting campaign, marketing, events and fundraising activities.
• Helping to generate content for FPA social media channels.
• Researching key organisations and government policies.
• Supporting the Media Manager to develop relationships with journalists and other organisations.
• Supporting promotion of FPA’s training courses and UK-wide projects.
• Helping to promote the All Party Parliamentary Group for Sexual and Reproductive Health.
• Helping to keep databases updated.

What we can offer

• A working agreement, clearly setting out the boundaries of the work, including what FPA expects from you and what you can expect from FPA.
• Exposure to how media, digital and policy work operates and how communication strategies are developed.
• Opportunities to learn about and gain experience of running events and campaigns.
• A chance to build existing skills and develop new ones.
• Regular support to help personal development.
• Opportunities to attend FPA events and training.
• Reasonable travel (within London zones) and meal expenses.
• A chance to be part of the wider FPA team.