

Scarborough, Whitby and Ryedale

Role Title	Volunteer Marketing and Communications Assistant
Hours	Flexible
Accountable to	Senior Management Team
Responsible to	Funding and Communications Coordinator
Status	Volunteer
Base	First Floor, 24 Huntriss Row, Scarborough

Scarborough, Whitby and Ryedale Mind is a registered charity, providing support to adults and young people (11 years +) with mental health problems in Scarborough, Whitby and Ryedale.

Purpose

To support the promotion of Scarborough, Whitby and Ryedale Mind's services, events and campaigns through engaging marketing and communications activities. The role will help increase awareness, improve community engagement and strengthen the organisation's visibility locally.

Main Duties

To work alongside the Funding and Communications Coordinator to:

- Create and schedule content for SWR Mind's social media channels (e.g. Facebook, Instagram)
- Assist in writing newsletters, blog posts and campaign updates
- Help design posters, flyers and graphics using tools like Canva
- Support communications around events, fundraising and awareness weeks
- Collect and share inspiring stories and quotes from people involved in our work
- Take or source photographs for use in communications materials
- Monitor social media engagement and assist with insights gathering
- Represent SWR Mind in a professional and friendly way in all communication

Time Commitment

- We are looking for someone who can offer 3–6 hours per week on a flexible basis.
- Work can be carried out from our office or remotely, depending on your preference and availability.



Skills and Qualities

We are looking for someone who:

- Has an interest in mental health and a passion for supporting their local community
- Is confident using social media platforms such as Facebook and Instagram
- Has good written and verbal communication skills
- Is creative and has an eye for design (experience with Canva is helpful)
- Is reliable, well-organised and able to manage their own time
- Is comfortable working independently, with support from the team when needed
- Has some knowledge of marketing, communications, or content creation (desirable but not essential)
- Is friendly, approachable and enjoys working as part of a team

Training and Support

- You will be given induction training into the various aspects of the work and our organisation
- You will receive ongoing support throughout your volunteering

Reimbursement of expenses

- Agreed out of pocket and travel expenses will be reimbursed

Benefits to volunteer

- The satisfaction of knowing that you are helping vulnerable people in your community
- Through networking/communication with a range of individuals and groups, volunteers will have the opportunity to develop their PR, marketing and fundraising skills
- Boost confidence and develop team related soft skills
- The opportunity of meeting new people and working as part of a dedicated team
- Valuable experience of volunteering that you can add to your CV and we can provide references for employment or education applications
- Having some fun and getting creative!

Application Procedure

- Application Form
- Induction training
- Informal interview
- References (2) and DBS

For an informal chat, contact our office:

First Floor



24 Huntriss Row
Scarborough
YO11 2EG

01723 339838

