

Dons Trust volunteer communications manager

Job Description:

We are looking for a comms-savvy volunteer to help support The Dons Trust's external and internal communications.

The communications manager will assist the Dons Trust board with the organisation's communications internally with members, with the whole of the AFC Wimbledon family, and externally with the media and other organisations.

This position will help to gain hands-on experience and training in many aspects of communications, public relations, and marketing, while also gaining a good understanding of the workings of a large, voluntary organisation, a professional football club and its related organisations (including AFC Wimbledon Foundation, Dons Local Action Group and the AFC Wimbledon Foundation), and the wider football industry.

Responsibilities will include:

Developing an internal communications plan with the board

Working with the relevant individuals and teams of employees and volunteers in the AFC Wimbledon family to:

1. Coordinate on relevant communications issues and opportunities
2. Establish, and manage for The Dons Trust, a joint calendar

Developing coherent and joined-up communications for the trust, including the monthly newsletter, DT website, social media

Writing copy for newsletters, press releases, the website and other channels

Creating, editing and publishing video and audio content

Identifying opportunities for proactive communications output both for internal and audiences

Working with the board to establish a volunteer communications group to provide support

Skills:

You will need to be a member of The Dons Trust and agree with its aims and objectives

You will need to be an energetic, inventive, self-starter. We want someone who can hit the ground running, be hard working and with ideas about creative ways to engage our members.

You will need to be understanding of the challenges presented by managing relationships between organisations under a single umbrella

Excellent verbal and written communication skills in English

Knowledge and experience with social media platforms.

A commitment to professional ethics and abilities to handle sensitive and confidential information.

Able to manage a website back-end (currently Wordpress), social media channels (currently Twitter), and other communications tools

Be familiar with word processing and spreadsheet apps (we use Microsoft)

If you're interested in this role, please email Kevin Rye in the first instance with your CV: kevin.rye@thedonstrust.org

You will need two letters of recommendation sent directly by your referees to us in the event that you are successful.

The successful applicant will be required to commit 10 hours per week to volunteer. Minimum period for volunteering is 6 months. Start date for this position is immediate.