



COMMUNICATIONS VOLUNTEER

Tree Aid - Bristol, UK.

Minimum 1 day a week, three to six months (with possibility to extend).

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| JOB TITLE | Communications volunteer |
| DEPARTMENT | Communications and Fundraising |
| LOCATION | Bristol, UK |
| REPORTS TO | Communications officer |
| RESPONSIBLE FOR | N/A |
| COMMITMENT | Minimum 1 day a week for three to six months |
| MAIN PURPOSE OF ROLE | Support the communications and fundraising team with content processing and uploading. |
| MAIN DUTIES | <ol style="list-style-type: none"> 1. Uploading and tagging new content onto the content management system. 2. Compressing 4k footage and reuploading to content management system (Resource Space). 3. Sorting through content: colour grading footage, deleting mic and camera checks as appropriate. 4. Identify interviews to be transcribed and translated. 5. Supporting the comms officer with daily tasks depending on area of interest (social media, content creation). |
| KNOWLEDGE AND EXPERIENCE | <p>Experience using content/asset management systems.</p> <p>Experience using Adobe Premiere Pro</p> <p>Excellent written and verbal communication skills (English).</p> <p>Enthusiastic and positive attitude; flexible and adaptable.</p> <p>Commitment to the vision and values of Tree Aid.</p> |

Any volunteer or employee of Tree Aid will be expected to sign Tree Aid's Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require police/DBS/garda vetting. Tree Aid strives to be an Equal Opportunities Employer.