

**Volunteer Role Description**

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| **Role Title:** | Digital Volunteer – Resources for Community Groups |
| **Where is the role based:** | This is a virtual home-based volunteering role with virtual meetings as and when needed. |
| **Role Purpose:** | To support the Business Development Officer to develop online resources for voluntary and community groups to access via Cumbria CVS’ website. This will include creating digital videos using information taken from our fact/information sheets. |
| **Frequency:** | 3-4 hours a week though this is a flexible role which can be created around the volunteer. |
| **Actual Hours:** | This role is flexible around the volunteer so can be done during the day, evenings or weekends. |
| **Key tasks:** | * Help develop digital videos and other online resources to be accessed by voluntary and community organisations. |
| **Skills required:** | To have experience and knowledge of:   * IT skills when using appropriate digital media design software * Creative and innovative * Ability to work independently and use own initiative * Good communication skills   Understanding the importance of brand colours and professional images for social media and digital design work |
| **What’s in it for the individual**  (list at least 4 benefits) | * Be a part of a welcoming, friendly and enthusiastic team * Utilise and develop your digital design and media skills and knowledge * Make a difference to the communities in Cumbria by giving groups access to quality and engaging online resources. * Improve your confidence and self-esteem * Sharing your skills with Cumbria CVS and the Third Sector in Cumbria * Understanding more about the vibrant voluntary and community sector in Cumbria   The open development brief will enable you to be creative and innovative and bring your skills and ideas to make an important contribution to the development and delivery of new digital volunteering promotion to benefit organisations across Cumbria. |
| **Equipment required** | Access to the internet and use of own computer/ laptop. |
| **Name and contact details of Volunteer Support** | Bridget Johns, Business Development Officer, Cumbria CVS  Email: [bridgetj@cumbriacvs.org.uk](mailto:bridgetj@cumbriacvs.org.uk)  Telephone: 01768 800350 |