

**Volunteer Role Description**

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| **Role Title:** | Digital Volunteer – Volunteering Opportunities |
| **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 County Volunteer Support Officer to develop and raise the profile of volunteering in Cumbria. The role is to showcase the range of volunteering opportunities available by creating digital videos for social media promotion. |
| **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 of volunteering opportunities in Cumbria which will then be shared on social media. * To support the digital delivery and promotion of Volunteering Opportunities and Volunteering Online events and activities. |
| **Skills required:** | To have experience and knowledge of:   * Digital and media design for social media posts and content * 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 supporting local charities and community groups to recruit new volunteers. * Empowering and encouraging more people in Cumbria to become volunteers during a national emergency and crisis such as Covid-19 and beyond * Improve your confidence and self-esteem * Sharing your skills with Cumbria CVS and the Third Sector in Cumbria * Understanding more about the vibrant community sector in Cumbria * Be a part of Micro-Volunteering   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 volunteers and organisations in Cumbria. |
| **Equipment required** | Access to the internet and use of own computer/ laptop. |
| **Name and contact details of Volunteer Support** | Judith Smale, County Volunteer Support Officer, Cumbria CVS  Email: [judiths@cumbriacvs.org.uk](mailto:judiths@cumbriacvs.org.uk)  Telephone: 01768 800350 |