

## Moor than meets the eye Volunteer Role Outline

Role Title
Communications and Press Volunteer
Purpose of the role
We are looking for an enthusiastic volunteer to help us in a communications role for <i>Moor than meets the eye</i> , a Landscape Partnership scheme for Dartmoor and deliver and provide support to our team. The scheme aims to conserve Dartmoor and reconnect people with the wildlife and heritage of the moor and whoever fills this role will play an important part in helping us achieve that goal.
Type of activity you can expect to undertake as part of the role
<ul style="list-style-type: none"> <li>• Assisting with writing press releases and co-ordinating press coverage of <i>Moor than meets the eye</i></li> <li>• Liaising with our partners' communications leads and project leads</li> <li>• Assisting with social media updates (Primarily Facebook and Twitter)</li> <li>• Take or collate photographs for press releases</li> <li>• Producing content for various methods of communication including newsletters, email and website</li> <li>• Helping develop media stories based on key outputs of scheme</li> <li>• Providing administrative support in communications to the <i>Moor than meets the eye</i> team including computer based and telephone work</li> </ul>
Skills and experience ideally required for this role
<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Excellent written and verbal skills</li> <li>• Able to commit to at least one day per week</li> <li>• You will need to be computer literate using the internet and main applications such as Word and Excel and be familiar with social media</li> <li>• An enthusiasm for the wildlife and heritage of Dartmoor</li> </ul>
You will be based at
The Old Duchy Hotel, Tavistock Road, Princetown PL20 6QF. Ability to work from home
Times/days we'd like you to be available (ideal time commitment)
This role requires a commitment of approximately 1 or 2 days a week. This would usually be the same day each week however if you are able to be flexible you will benefit from being able to participate in a wider range of activities and events.
Benefits to you
This is a great opportunity to learn more about the National Park and the partners who work together to conserve it and to meet and socialise with friendly and like-minded people. It is desirable that you have experience of PR but this is also a good role to develop experience. You will be playing a significant role in achieving the aims of <i>Moor than meets the eye</i> and its partners.
Your staff contact
Andy Bailey Community and Events officer, <i>Moor than meets the eye</i>
Training/competencies available for this role
In house training will be given for all aspects of the role.
Other information
Tea and coffee are provided but you may wish to bring a packed lunch.