



## SCDA Communications Volunteer

### About the Role

Are you passionate about creating more connected, thriving communities? Are you experienced in using social media platforms creatively to reach a range of audiences? We are looking for some to volunteer for up to 80 hours between February and May 2025.

As an SCDA communications volunteer you will create new and engaging content, promote and share our community projects, build a strong and invested online community and celebrate our fabulous team of volunteers. There is also the potential to develop other skills such as video creation, and web content.

### About SCDA

Sussex Community Development Association (SCDA) is a community development charity aiming to build stronger, healthier, more inclusive communities - supporting communities to thrive. We make a difference in our communities by reducing loneliness and social isolation, improving health and wellbeing, and increasing economic stability. SCDA is a multi-purpose locally rooted organisation based in Newhaven and working across East Sussex. SCDA has developed Denton Island Community Centre and Nursery in Newhaven since 2004, with a dedicated Youth Centre added in 2020. We work because there are gaps in services and reach people who are living on low incomes and needing support with issues linked to poverty, social isolation, mental and physical health, disability, diversity and inclusion, children, young people, learning and employment. We work with local people, volunteers and partners to develop support including our community centre, social activities, dignified food support, employability support, youth activities, early years and family activities, therapeutic counselling, active travel, and advice. In our Annual Community Impact Survey 2023, 93% agreed SCDA identifies and responds to community needs, and 93% felt SCDA contributes to building stronger, healthier, more inclusive communities. In 2022/23, SCDA worked with 368 volunteers, 70 member groups and supported 92,789 people across East Sussex.

### You will be responsible for:

- Creating new and dynamic posts for Facebook, Instagram and Twitter
- Planning and scheduling posts using tools such as Buffer
- Responding to comments and messages from supporters, including signposting them to services
- Creating campaigns on particular issues

### What we can provide:

- Regular supervision with the marketing & comms officer
- A volunteering opportunity that you can do partly from home
- Training and development opportunities
- All expenses are covered
- Skills for your CV and a reference if you volunteer for over 3 months
- The opportunity to give something back to your community

### What we expect of you:

- To attend a supervision with the marketing & comms officer every six to eight weeks to discuss how things are going
- To liaise with other SCDA service leads, including the Community Activities Project Manager
- To uphold SCDA values in all of your communications and be a brand ambassador for the organisation
- To ensure social media content is of consistently of a high standard
- To follow SCDA policies and procedures – including social media guidance
- To complete mandatory volunteer training

### Person Specification

- A passion for working with marginalised communities
- Previous experience and proven track record in working as part of a team
- A hands on, can-do attitude
- Boundaried and professional at all times
- Creative and able to work with
- Ability to develop an approach to your work which displays a good understanding of equal opportunities, access and inclusion
- Ability to gain a rapid understanding of SCDA services and promote the organisations aims in a positive manner
- Ability to use Microsoft Word, Excel and Outlook
- Ability to use content creation platforms including Canva and Buffer
- Ability to use social media platforms including Facebook and Instagram
- Ability to grasp purpose and Values of SCDA and be a positive ambassador for the organisation
- Good understanding of /or ability to work towards, data protection requirements, confidentiality and professional boundaries

Organisation Information	
Name of Organisation	Sussex Community Development Association (SCDA)
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