



Role Description for volunteer Devon Greater Horseshoe Bat Project

Opportunity: Digital Communications

Purpose:
Help support the project team by providing assistance with the website and social media activities
What the task involves:
There are a number of tasks depending on your experience and skills, <ul style="list-style-type: none">• manage Wordpress website• website updates such as amendments to pages, news posts, events posts.• social media posts (Twitter & Facebook) to increase engagement in the project• analytics• collation of press coverage relating to the project• writing press releases
Skills and abilities
<ul style="list-style-type: none">• The ability to work methodically without much direct supervision (although training will be provided initially and support available).• knowledge of website updating & analytics• knowledge of a variety of social media outlets• an ability to analyse press coverage,• good communication skills
Where:
Either home-based, or at DWT's offices, Cricklepit Mill, Exeter (depending on the task)
When and how often:
Flexible depending on volunteer's other commitments
Who is the supervisor:
Community Engagement Officer, Devon Greater Horseshoe Bat Project.
Expenses/equipment available:
Reasonable mileage
Health and Safety/ Risk Assessment
These will be written prior to starting and all volunteers obliged to read them
What's in it for the volunteer?



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- help the project to engage more people in the project by promoting a professional digital image
- learn more about bats and the project
- Improve your digital communication skills
- be part of a dynamic team

How to apply

Contact Lizzy Mooney, Community Engagement Contractor
lmooney@devonwildlifetrust.org

We will then ask you to send a brief letter or email explaining why you wish to do this role and what you think you can bring to it, along with a CV if you have one or a brief paragraph explaining your background.

Task start date: Jan 2017 **Task review date:** April 2017 **Task end date:** July 2017