

Digital Media & Marketing Volunteer

- Role Description

Location:	Soho NHS Offices
Team:	Patient Experience and Engagement Team
Report to:	Head of Volunteering & Engagement
Responsible to:	Volunteer Manager
Dress code:	Smart casual
Hours	Thursdays - 4 hours per week
Training provided:	Statutory and Mandatory Training provided by CLCH
Summary of role:	We're looking for a creative and enthusiastic Digital Media & Marketing Volunteer to support our Patient Experience and Engagement Team. We are looking for a digital, marketing, media, or communications student (or recent graduate) who enjoys working independently, bringing ideas to life, and building real-world experience through meaningful projects. You'll have the opportunity to shape how we communicate with volunteers, patients, and the wider community. While you'll be trusted to take ownership of your work, you'll also be supported by the team and have space to learn, explore ideas, and build your portfolio.
Role duties:	Support the team by: • Planning, designing, and producing a quarterly digital newsletter for our Volunteering & Engagement Team. • Gathering and creating content such as stories, news, updates, and opportunities. • Supporting the creation of a friendly and recognisable brand for our Patient Representative Programme. • Helping to review existing recruitment materials and suggest improvements. • Helping to create and share engaging social media posts that highlight volunteering, patient voices, and impact. You will be expected to: • Maintain the highest standards of personal and professional integrity in line with The Trust's code of conduct • Practically implement Equal Opportunities in your daily work, ensuring that patients and their families' diversity and cultural needs are respected, and discrimination or harassment is challenged • Report any concerns or risks to the Role Manager or the Volunteer Manager • Follow all policies and procedures in relation to your role, • Help out with other duties as may be reasonably required from time to time



Skills and Quality:	We are looking for someone who: Essential: • Is a digital, marketing, media, or communications student (or recent graduate) • Has interest or experience in social media, digital marketing, or content creation. • Has basic design, video, or editing skills (or a strong willingness to learn). • Has a genuine interest in healthcare, volunteering, or community engagement.
Application process:	Volunteers should apply online Volunteers will be invited to an online interview Volunteers will complete an ID check Volunteers will complete a health clearance check