

# Newquay Foodbank Volunteer Role Profile

Volunteer Role: Press Officer

Volunteer Manager: Communications Lead

Where you will be based: Home based

Time Commitment: 5 – 10 hours per month



## Why you should join Newquay Foodbank:

Newquay Foodbank was founded in 2011 by the community and we work to distribute emergency food and essential items to people in Newquay, and surrounding areas, who are facing a financial crisis. We are a volunteer led organisation and rely on the skills that people from outside our organisation can bring. We are committed to ensuring that we have a sustainable operation both financially and by volunteer support and we must ensure our profile is raised in the community. This is a newly developing team and an exciting time to join us if you like to shape the future. By volunteering as a Press Officer, you will be responsible for engaging with the media to raise the profile of Newquay Foodbank, all while making a real difference to people's lives providing vital help and support at a time when they need it most.

## What you will be doing (including but not limited to):

- Developing a PR plan, alongside the Communications Lead, for Newquay Foodbank
- Preparing and send press releases for significant foodbank events to raise the profile of Newquay Foodbank
- Engaging with and building a network of contacts for local and regional media press outlets e.g. print, radio and tv

## The skills you need:

- Excellent written communication skills
- Experience of writing press releases and generating communications materials
- Ability to build relationships with media outlets and individuals
- Organised and able to complete tasks accurately with good attention to detail
- Ability to listen and engage with people from a diverse range of backgrounds and experiences
- Ability to get on with others and be part of a team as well as completing tasks independently
- A willingness to learn about our organisation and our place within the Trussell Trust and align to our campaigns

## Benefits of joining Newquay Foodbank:

- Have an enjoyable experience while volunteering for a nationally recognised organisation
- Full induction and training required to undertake your role
- Access to Tempo Time Credits, earning rewards for your volunteering
- Reimbursement of out of pocket expenses
- A Newquay Foodbank uniform
- Learning new skills and utilising your existing skills to make a difference to the community
- Meet new people and be part of a motivated team who share your passion to achieve social justice

## By volunteering with Newquay Foodbank, we will ask you to commit to:

- Treating all foodbank users with dignity and respect, whilst maintaining confidentiality as set out in our Confidentiality Agreement
- Reading and abiding by the Newquay Foodbank's Policies and Procedures, including agreeing to and attending any training required to undertake your role
- Meeting time and other commitments as agreed

