



Volunteering Opportunity

Press and Media Volunteer – Remote and office based

Our mission is to provide information and support for anyone affected by cancer, offering practical ways of enhancing physical, psychological, and emotional wellbeing. The Mulberry Centre is a charity and relies solely on funding to support people through their cancer journey from diagnosis, through treatment and then post-discharge. We help them to start rebuilding their lives and promote self-management. We also support carers and family members to deal with these changes. We do this by providing counselling, complementary therapies, wellbeing classes, and supporting information, tailored to the needs of our users at, and around, our purpose-built centre in Isleworth. Our services are free of charge, but donations are always welcome.

We are looking for a press and media volunteer to support our fundraising and communication team with raising awareness of the Mulberry Centre and inspiring donations and fundraising, using press and different media. Next year is our 21st Anniversary and we would like a dedicated person, who has experience of drafting media content and scheduling press and media campaigns and respond and progress further activity.

Main Duties/Typical Tasks

- Contribute to the development of an integrated PR plan for The Mulberry Centre
- Assist with marketing and PR which could include updating the database, drafting promotional copy, drafting press releases and social media.
- Regularly monitor press/media for relevant articles/posts etc and file.
- Inspiring the public to donate to The Mulberry Centre.
- Raising awareness of The Mulberry Centre and representing The Mulberry Centre in a positive light.
- Any other duties appropriate for the role and adhering to The Mulberry Centre's policies.

Volunteer Specification

- Good communication and interpersonal skills.
- Confident and able to work as part of a team.
- Ability to work on own initiative with good organisational and time management skills.
- Ideally has PR and marketing experience.
- IT literate with some experience or knowledge of social media and digital meeting platforms.
- Enthusiastic about the work of The Mulberry Centre and the difference marketing and donations make to our work.
- Keen to raise awareness of The Mulberry Centre and able to articulate and inspire people to support us.



Support and Education

- All volunteers will be provided with a thorough induction of the work of The Mulberry Centre, its procedures and relevant policies for your volunteer role.
- Regular updates on organisation activities and training available.
- The Mulberry Centre will do its best to assist your volunteering role with us. This will include IT systems training, support, advice and guidance from your Lead and the Mulberry Macmillan Volunteer Lead (MMVL).
- There will be an initial 3 month, then annual, review.
- Expenses are paid for pre-arranged 'out of pocket' expenses including any role related travel by public transport or personal vehicle limited per day.
- Feedback on the income generated through your efforts.

Next Steps

- Complete the online application form.
- If your application is successful, we will invite you along to an informal Interview.
- If you are accepted as a volunteer, we will contact your two referees.
- All volunteers must attend an Induction at the start of their volunteering and are encouraged to access training specific to their role.

Further information: Email: volunteer@themulberrycentre.co.uk

Responsible to: Fundraising and Communications Lead