



Communications Project Leader

About the role

As volunteer Communications Project Leader you'll be part of a wider Project Leader team, working together to promote your local Project/s, encourage volunteer sign ups and ensure people know about our work.

Responsibilities may include:

- Using regional social media channels to promote your Project and FoodCycle, on a national basis.
- Being the main point of contact between your Project Leader team and the FoodCycle Marketing and Communications team.
- Engaging and researching local press and media, sharing opportunities with the Marketing and Communications team, and working with them to achieve successful coverage.
- Identifying and sharing potential guests or volunteers for media opportunities.
- Creating and contributing content to FoodCycle social media channels, website, and volunteer communications.
- Sharing information with the Marketing and Communications team about your Project to be included in regional or national newsletters.
- Ensuring your Project has sufficient and up to date promotional materials.
- Working with other Project Leaders to reach out to other local charities and organisations to support guest referrals and guest numbers.

About FoodCycle

Week in, week out we nourish the hungry and lonely in our communities with delicious meals and great conversation, using food which would otherwise go to waste.

FoodCycle aims to:

- Connect communities
- Support mental health and wellbeing
- Nourish the hungry
- Promote sustainability
- Inspire change

A FoodCycle Project is where the magic happens. Each Project is run on the ground by a team of lead volunteers called Project Leaders, who ensure the smooth running of their FoodCycle Project. Project Leaders are passionate, committed and want to make a positive change within their community. They take ownership and make decisions about the day-to-day running of their Project.

Skills you'll learn

- ✓ **Teamwork:** you'll work as part of a team to identify opportunities and raise awareness of FoodCycle's work.
- ✓ **Social media:** you'll utilise different channels to promote your Project and its activities and events.
- ✓ **Collaboration:** you'll be working with the other Project Leaders in your team to support them to achieve their objectives.
- ✓ **PR:** you'll be engaging local press and media (optional).
- ✓ **Communication:** you'll develop confidence in speaking to a wide range of people about FoodCycle and liaise with volunteers and guests.

What to expect from FoodCycle

- ✓ Ongoing support and advice from your local FoodCycle staff team.
- ✓ Expenses covered in line with our volunteer policy.
- ✓ A variety of training opportunities provided throughout the year, including working with the media and social media.
- ✓ Regional events where you can meet other volunteers, share ideas and discuss plans.
- ✓ The opportunity to take on additional tasks/responsibilities within your Project Leader team.
- ✓ Impressive skills to add to your CV and a reference if/when you need it.
- ✓ The opportunity to meet a large network of like-minded people.
- ✓ A fun, creative volunteer experience with ownership over a community-led Project.
- ✓ We are an [equal opportunity organisation](#) and welcome volunteers with diverse abilities.

What's expected from me

We hope that Project Leaders stay with us for a minimum of 6 months, to enable them to get the most out of the role. As Communications Project Leader, you will be expected to:

- ✓ Volunteer at your local Project on a regular basis.
- ✓ Attend regular meetings with your Project Leader team to discuss how things are going at your Project.
- ✓ Complete FoodCycle communications training.
- ✓ Be friendly, enthusiastic, and dependable, with great communication skills!
- ✓ Follow all FoodCycle policies and procedures, including reporting any accidents and incidents.
- ✓ Complete safeguarding training and an enhanced DBS check (required for all roles involving 'regulated activity').
- ✓ Recognise, respond to, and report any safeguarding issues or concerns. *Note: you must not be barred from working with children and adults who may be vulnerable and at risk of abuse or neglect.*

Time commitment

The suggested minimum time commitment for this role is 8 hours a month.

To apply

Visit <https://volunteer.foodcycle.org.uk/projectleader> to complete a Project Leader application form.

Safeguarding statement

Safeguarding is everyone's business – FoodCycle is committed to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. It expects all staff and volunteers to share this commitment.

