

### H4All / MyHealth Team

We are an education and empowerment programme, offering patients and residents of Hillingdon with long term conditions workshops to help them manage their health and take back control.

We also offer workshops for signposting around NHS services and first aid training for new parents.

Our aim is to give patients the knowledge and confidence to feel that they have complete control of their health, to then reduce A&E admissions for long terms conditions, unnecessary GP appointments and misuse of NHS services.

We are looking for an enthusiastic and dedicated volunteer digital communications coordinator to support the programme co-ordinator in boosting awareness of our brand and workshops.

You will be working across multiple channels of communication, social media platforms and engaging with external/internal stakeholders looking for new ways to help the programme grow its client base. This is a very fast paced role suited for someone who has experience in communications, social media and knowledge of marketing. Confidence in technology is a must.

**Main purpose of the role:** To boost the awareness of the MyHealth programme and workshops.

**Commitment required:**

- 2 days per week 9am – 1pm
- Home based and at Key House, Yiewsley
- Specific days can be discussed with the individual
- You will be reporting to Josh Thorpe, Programme Co-ordinator
- Immediate start

**Benefits for you:**

This is an exciting opportunity for someone looking to build their skills in marketing and communications. You will have the chance to engage with a number of organisations, building relationships and working on different aspects; no two days will be the same. We will offer the chance for you to be truly creative with your work and build your skills, plus offer the knowledge and experience we have built from working on such projects.

**Role responsibilities:**

- Assist/support with marketing strategies
- Support external stakeholders in promotion of the programme
- Create social media and marketing content
- Plan and schedule social media posts
- Maintain an active and engaging presence online, responding to some comments and making sure we respond to any direct enquiries in a timely manner
- Any other tasks will be mutually agreed

**Skills required:**

- Working knowledge of Charity Log
- IT knowledge:
  - Word
  - Excel
  - Outlook
  - PowerPoint
- Good knowledge of social media platforms:
  - Instagram
  - Twitter
  - Facebook
  - Pinterest
- Ability to develop creative and engaging content in various formats
- An understanding of working within GDPR and confidentiality practices

**Attributes required:**

- Good understanding of social media strategy, tactics, execution and management, across different platforms
- Creative mind
- Excellent attention to detail
- Good communication and writing skills
- Methodical approach
- A flexible approach to tasks

**Training and support given:**

Full training will be given to understand the programme and our processes.

Training will include:

- Induction to meet the team
- Run through of our administration processes
- Introduction to design programmes

**To apply for this role:**

- Visit [www.h4all.org.uk](http://www.h4all.org.uk) and download or print an application form  
OR  
Email [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk) to request an application form to be sent to you by email or post.
- Email your completed form to [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk)  
OR  
Post your completed form to H4ALL, Volunteer Development Team, Key House, Yiewsley, UB7 9BQ.
- Call 07395 282825 to speak to a member of the volunteering team.