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**Press and Communications Volunteer**
We have an exciting opportunity for Press and Communications Volunteer to join our team to support our organisation with managing and maximising our press and communications channels by publicising our work and creating media opportunities. Along with raising awareness of the work we are doing at Menstrual Health Project.

**About Menstrual Health Project**

Menstrual Health Project is a UK charity founded in 2022 by Anna and Gabz, two friends who connected online due to both suffering with Endometriosis. After years struggling to get diagnosed due to gaslighting, misdiagnosis and a lack of knowledge, they both were using their social media platforms to raise awareness, advocate and share their own journeys with Endometriosis and chronic illnesses. After many conversations between them where both felt deflated and frustrated, they knew the time had come to create Menstrual Health Project, so they could do what they were currently doing but on a wider scale and a larger voice!

**Our Mission**
Our mission is to provide practical support for those suffering with menstrual health concerns and conditions through educational tools & resources. We are aware of the challenges those suffering with these concerns and conditions face, and we strive to help people navigate these conditions more confidently, accurately and comfortably, whatever stage in life they are at.

**Our Vision**
Our vision is to create a world where menstrual health is no longer stigmatised, considered a taboo & normalised in today’s society. We want everyone to feel empowered, informed & heard.

**What will I be doing?**

* Work with all members of Menstrual Health Project team to maximise positive press cover about the organisation’s information, resources, tools and services. Along with public-facing fundraising activity, advocacy and campaigning priorities via the local, national and relevant sector media organisations
* Build good contacts with journalists, writers, broadcasters and photographers to help promote Menstrual Health Project
* Represent Menstrual Health Project to media outlets across the UK
* Identify and manage media opportunities in order to grow and protect Menstrual Health Project’s brand and reputation via our media work
* Develop creative and engaging ways to promote Menstrual Health Project in the media
* Monitor the media inbox and respond to any request or enquiries in a timely manner. Ensuring to respond to opportunities efficiently and to discuss with founders surrounding which opportunities to accept, prioritise or decline according to the team’s priorities and advocacy goals
* Log and monitor media enquiries by creating a monthly report of all media coverage
* Ensure that all press releases and media statements are uploaded to our website and when required to share across social media
* Research ways to support Menstrual Health Project’s media strategy
* Keep up to date on relevant issues that could impact or affect the charity and be aware of the news and media agenda, so we can pick up on opportunities for Menstrual Health Project and the people we support to take part in media coverage of the issues that most affect us
* Support and promote fundraising, events, causes and campaigns for Menstrual Health Project and increase income generation through helping to identify and create news stories that supports our work

**What skills and experience do I need?**

* Experience working in a press, PR or communications role
* Good knowledge of using media monitoring tools
* Excellent writing ability, able to write for different audiences, channels and formats whilst following Menstrual Health Project’s tone of voice and ethos
* Be proficient in using the latest versions of MS Word and particularly Excel, including Microsoft Teams
* Excellent verbal and written communication skills
* Strong proofreading and copywriting skills
* Ability to act on initiative
* Good understand of the social media environment
* Highly organised and self-motivated

We are seeking a motivated and talented volunteer to support us in this role. Working in a small team, you will be supporting our founders and board of trustees.

You should be able to work under your own initiative. We will assist you by providing training, development opportunities and guidance for our volunteers. Most importantly, you will have the opportunity to support development projects.

This is a role working from home, with regular meetings online or in person with our founders and any other relevant team members.

**Please note that this is a voluntary, unpaid position. However, we do reimburse volunteers the cost of travel to any events or in person meetings via public transport (e.g. train or bus fare) or if you are travelling by car this will be paid at 0.45p per mile from your home to the relevant destination.**

**What will I gain from this opportunity?**

* You will be helping support a new charity and be part of our growth and development of the organisation
* You can develop existing skills and learn new skills and information
* Become part of a friendly and diverse team
* Attend a variety of events (virtual and in person)
* Give back to a good cause
* A huge sense of satisfaction in knowing you are helping others and making a difference to the lives of so many people
* You will be supporting a team that will rely on your input for successful campaigns, events and activities
* Acknowledgement that Menstrual Health Project would not be able to support and help as many people as we do without the commitment and loyalty of our team of volunteers

**Location:** Remote

**Time commitment:** To be discussed at the interview stage, but this is a flexible role that can be scheduled around your own work/life commitments.

 **What happens next?**

We ask if you can please read through the volunteer agreement which includes the volunteer code of conduct within the document. Then complete ALL sections of the volunteer application form and equal opportunities form. You will then need to return them to us via email: hello@menstrualhealthproject.org.uk

Please note we do ask for 2 character references, the criteria for references are as follows:

1. They are not related to you
2. They must be over the age of 18
3. They have known you for a minimum of 2 years (preferably in an educational or work place setting)

Once we have received your forms we will then send off for your references. Upon receipt of your references and both being satisfactory, one of our founders will contact you to arrange a suitable time for an interview. The interview will be carried out on a video call via Teams with our founders and chair of trustees.

If successful, we will contact to arrange a start date and discuss the induction process. Please feel free to contact us via email to discuss any questions or queries you may have about the role.

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