

## Volunteer role description

<b>Role title</b>	Holocaust Memorial Day Trust (HMDT) Outreach and Communications Volunteer
<b>Purpose of the role</b>	The purpose of this volunteering role is to support the Outreach and Communications teams in the period leading up to and post Holocaust Memorial Day (HMD)
<b>What you will be doing</b>	<p>There are a range of tasks that any volunteer would be asked to undertake, including, but not limited to;</p> <p><b>Outreach:</b></p> <p>Recording and inputting data on HMD activities across the country  Supporting the Outreach team in highlighting HMDT to individuals and organisations across the country and in engaging with HMD activity organisers across the country</p> <p><b>Communications:</b></p> <p>Contacting influencers and celebrities on social media to encourage them to take part in Light the darkness.  Engaging with followers on social media who are marking HMD  Supporting the creation of graphics for social media (dependent on skills/experience)  Recording social media activity relating to HMD  Collating and recording photographs taken during HMD</p> <p><b>Events:</b></p> <p>Providing support and assistance to the organisation of national events, along with on the day management of aspects of those events</p>
<b>Skills, experience and qualities needed</b>	We are interested in individuals with a wide range of different skills and experiences. In particular we're looking for individuals with strong communications skills across different mediums and good administrative and IT skills. Most importantly any volunteer must be committed to the ethos and mission of HMDT and the purpose of HMD itself, to learn from genocide for a better future.
<b>When and where</b>	<p>We are looking for volunteers who would be able to start in December and continue through to the end of February.</p> <p>We would ask volunteers to be able to commit to 10-20 hours per week, between December and February – however this can be flexible.</p>

	Volunteering will be hybrid based, with some time required in our London Head Office.
<b>Support offered</b>	Reasonable travel experiences to and from our London Head Office plus a per diem for lunch purposes.
<b>What you could get out of it</b>	<p>You would be part of a small team delivering on a national commemoration, engaging with people across the country and supporting in HMDTs ambition of ensuring that we learn from genocide for a better future.</p> <p>In addition, there will be an opportunity for you to be present at the UK's national HMD ceremony and to engage with both Holocaust and genocide survivors and with our higher profile supporters.</p>
<b>What to do if you're interested</b>	<p>If you're interested in volunteering, please send a short CV and an introductory letter explaining why you're interested in volunteering with HMDT and your availability to <a href="mailto:volunteering@hmd.org.uk">volunteering@hmd.org.uk</a></p>

**Roles may be flexible – please talk to us**