

Volunteer Role Description

Role: Communication & Outreach Volunteer	
Days and Hours	1 day a week time commitment; day and hours are flexible and can be agreed with volunteer
Term	Minimum commitment of 6 months
Supervised by	Communications, Monitoring and Evaluation Officer
Location	Various - role will involve conducting outreach in the community with time at IRMO's office - Unit 9, Warwick House, Overton Road, London SW9 7JP
Volunteers are entitled to travel expenses to and from the place of work (and lunch for each full day). Please note expenses will be reimbursed against receipts only.	

About IRMO

IRMO works to enable the development, agency, and participation of Latin Americans and other Spanish and Portuguese speakers, by responding to both immediate needs and structural inequalities. We do this by offering high-quality information and advice services, opportunities for development and training, and a platform to seek social and systemic change. Our work is organised across three main operational areas - Advice and Casework; Education, Training and Employment; Children and Young People, and a cross-cutting area - Advocacy, Research and Campaigning. More information can be found at www.irmo.org.uk.

About the role

The Communication & Outreach Volunteer will work closely with the Communications, Monitoring and Evaluation Officer (CMEL), assisting in a variety of outreach and communication tasks. This new role will support the communication of the impact of IRMO's work externally and, crucially, spend time in the community promoting our services directly.

By supporting this area of our work, you will play a key role in promoting our services, projects and activities to the Latin American community both in-person through outreach activities such as flyering and attending events, and online through the creation of social media posts.

This is an exciting opportunity for anyone who wants to develop their communication, design or promotional skills and professional experience. They will also be able to use their language, creative and interpersonal skills in a positive and impactful way.

This role is particularly suited to someone who wants to volunteer with IRMO but wants the flexibility to complete their volunteering tasks on a schedule that best suits their availability and enjoys a flexible working environment. The post-holder will be expected to travel to community hubs regularly, but will also be able to complete tasks at IRMO's offices or remotely.

Main tasks and responsibilities

- Personally distributing flyers, posters and informative material to key community hubs such as libraries, shops, cafés and churches
- Support with the creation, translation and dissemination of informative material, such as social media posts, videos and printed leaflets
- Create visuals, flyers, posters and other materials using online tools such as Canva or Adobe Photoshop
- Occasionally accompany the CMEL officer to events or activities to take photos and videos, which can be used online
- Assisting the CMEL officer in actively promoting activities, services and events through different channels

We are looking for someone who is/has:

- Excellent verbal and written communication skills in Spanish or Portuguese and good written English
- Excellent interpersonal and communication skills
- Experience or interest in using creative tools such as Canva or Adobe Creative Suite
- Experience or interest in social media management
- Experience or interest in creating video or photo content
- Ability to work individually and a willingness to engage with community members
- Confident and enthusiastic about working in a multicultural and multilingual environment
- Ability to take initiative and work with minimal supervision
- Commitment to IRMO's mission, vision and values



Additional requirements

- Two references from current/previous employers
- Basic DBS check (completed through IRMO)
- Safeguarding Level 1 certificate (completed through IRMO)
- One-month trial period

Benefits of volunteering at IRMO

- You will get the opportunity to help others and to give back
- You will learn new skills and gain experience working in a multicultural, cooperative and inspiring environment
- You will get involved with the Latin American Community and increase your knowledge of the situation of Latin American migrants in the UK
- You will gain valuable experience and strengthen previous skills to help prepare yourself for the UK's competitive job market
- You will enhance your CV and get references (after a 3-month period) for further support with employability
- You will have the opportunity to participate in training sessions with high-quality learning outcomes (in-house and external) in areas related to the role
- You will receive regular supervision and support

At IRMO, we are committed to fostering a diverse and inclusive environment. We actively encourage applications from individuals with protected characteristics, including race, ethnicity, gender, sexual orientation, disability, and age.

We particularly invite Latin Americans, those who identify as members of underrepresented and marginalised communities, and individuals with lived experience of the immigration and asylum system, to reflect the community we serve.

We are dedicated to ensuring accessibility in our recruitment process and volunteer opportunities. If you have specific accessibility needs, please let us know, and we will make necessary accommodations.

Contact volunteer@irmo.org.uk for more information.

THANK YOU FOR YOUR SUPPORT

