Volunteer Content Creator

Role Title: Volunteer Content Creator

Location: Remote, with occasional team meetings (virtual or in-person as needed)

Time Commitment: Flexible, approximately 5-8 hours per week

Suggested Duration: Although there's no minimum time requirement, we hope volunteers can commit to at least six months to maximise the experience. However, your contributions are welcome for as long as you're available, and you're free to leave at any time.

About Us: TechJumpstart Hub CIC is a community-focused organisation dedicated to promoting digital literacy and empowering underrepresented groups, particularly women and young people, to engage with technology. Our programs, including the "Be Courageous with Technology" (BCT) series, aim to bridge the digital divide, build skills, and boost confidence in tech.

Why We Need You: We're looking for a creative and dedicated Content Creator to help us share our mission through impactful blogs and informational materials for our workshops. Your writing will play a key role in educating, inspiring, and engaging our community, as well as in providing accessible content to help people develop their digital skills.

What Will You Be Doing?

- **Content Development for Blogs:** Working with our Social Media & Marketing manager, Research and write blog posts on topics related to digital literacy, technology basics, career pathways in tech, and more.
- **Workshop Materials:** Create clear, informative materials that will support our workshops and provide valuable takeaways for participants.
- **Content Strategy Support:** Work with the team to brainstorm ideas, organise content schedules, and align materials with our mission and objectives.
- **Community Engagement:** Help ensure that our content resonates with our target audiences, which include beginners in tech, underrepresented groups, and those curious about digital skills.

What Skills and Experience Are We Looking For?

- **Strong Writing Skills:** Ability to communicate complex ideas in an accessible and engaging way.
- **Content Creation Experience:** Background in content writing, blogging, journalism, or marketing is helpful but not essential.
- **Tech and Digital Literacy Interest:** Basic understanding of tech topics, digital tools, or a keen interest in learning.

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- **Research Skills:** Ability to gather reliable information to develop accurate, helpful content.
- **Creativity and Flexibility:** Willingness to tailor your writing to our community's needs and TechJumpstart Hub's goals.

What This Role Can Offer the Volunteer:

- **Skill Development:** Opportunities to develop content creation, writing, and digital literacy skills.
- **Portfolio Building:** Experience writing for a social impact organisation and creating materials with real-world impact.
- **Community Impact:** Contribute meaningfully to a community-driven organisation working to bridge the digital divide.
- **Support and Guidance:** You'll receive support from our team, along with an induction and relevant training to understand our mission, values, and audience.
- **Expenses:** Reimbursement of reasonable expenses (e.g., travel for in-person meetings) in line with our volunteer policy.

Young People and This Role: This role is suitable for individuals 18 years or older. Younger individuals are encouraged to explore other volunteer opportunities with us or other ways to support our cause.

Application Process: If you're interested in helping us make a difference, please send a brief email detailing your relevant experience, why you'd like to volunteer for TechJumpstart Hub CIC and your updated CV to **admin@techjumpstarthub.co.uk.** We look forward to hearing from you!