

Press and Stories Volunteer Interviewer - Role Description

We understand that a diagnosis of muscular dystrophy changes everything. Every day Muscular Dystrophy UK is urgently searching for treatments and cures to improve lives today and transform those for future generations.

How you will make a difference

The press office is a vital part of Muscular Dystrophy's marketing and communication strategy to ensure that we are reaching and educating more people about muscle-wasting conditions and the work that we do. Your support will help our community to share their stories with the press and on our website, raising vital funds needed in our fight to treat and ultimately cure muscle-wasting conditions.

Role title: Press and Stories Volunteer Interviewer

Location: Home working

Department: Marketing and Communications

Frequency: Ad hoc – no more than 2 hours per week

Minimum period: Two months

Maximum period: One year

Summary of role

What you'll get out of the role:

- An opportunity to develop your writing skills and knowledge of the media landscape
- The chance to interview incredible people and record their stories
- Communicate the strongest stories both with the press and on our website

What you'll be doing:

- Interviewing individuals and families connected with MDUK who have a strong story we can pitch the media
- Interviewing individuals and families who are fundraising for MDUK or who have an important story to tell
- Drafting the stories for a) publication on our website and b) into press releases that the comms team will issue to the media

What you'll bring:

- Excellent writing and listening skills
- Understanding of different media outlets (broadcast/digital/print)
- Experience of interviewing people on sensitive subjects

Commitment to volunteers

What we expect from you:

- enthusiasm and commitment to supporting the work of MDUK
- to maintain and uphold the reputation and good name of the charity
- to listen to, and work co-operatively with paid members of staff and other volunteers – treating all with courtesy and respect
- to take reasonable care of your own health and safety and that of others who may be affected by their acts or omissions
- to support the charity's equal opportunities and diversity policy – helping to promote this to all our supporters
- to provide us with feedback on how we can improve your volunteering experience with the charity
- to inform us if your commitment to us, for any reason, can no longer continue

What you can expect from us:

- your main contact will share the *Volunteers' Handbook* with you, which will act as a summary of the information within the Volunteer Policy (you can ask for the full policy document if you'd like, too)
- regular email updates on the charity's work
- contact with other volunteers working with MDUK
- your main contact will work with you to provide any support and training you need to fulfil your role
- you can claim back pre-agreed reasonable expenses as per the MDUK expenses policy (which is outlined in your *Volunteers' handbook*)
- insurance cover, while volunteering, under MDUK's public liability insurance, as per the insurance policy (which is outlined in your *Volunteers' handbook*)
- a formal, written procedure for resolving difficulties; if you have a complaint it will be dealt with promptly and fairly.

Other

GDPR training: Provided

Confidentiality agreement: Required

Access to internet: Required