

Volunteering Brief

Project/Role Name	Communications Assistant
Skill Required	Good organisational skills Knowledge and experience of social media forums Previous communications experience is preferable
BANT Lead	Jessica Fonteneau
Hours Required	4 hours per week
Work Description	Assisting the Communication Manager on a weekly basis to deliver and achieve BANT internal communications objectives. Manage BANT members only social media forums.
Key Deliverables	Internal communication posts on members only social media forums. Administrative tasks to assist the Communications Manager relating to internal communications.
Key Milestones	
Budget	Volunteer role