

Poppyscotland – Volunteer Role Description

Role: Parliamentary Exhibition Volunteer (Social Media)

Duration: 3 days (Tuesday, Wednesday, and Thursday) during week commencing 29 April 2019 only

Location: Scottish Parliament, Edinburgh

Purpose of Role

To assist Poppyscotland in the successful delivery of the Parliamentary Exhibition 2019, promoting activity and progress on the event through Poppyscotland social media channels.

Tasks

- Liaise with Poppyscotland staff and MSPs to take photographs and upload appropriate commentary through Poppyscotland social media channels.
- Work in line with current Poppyscotland social media policies and procedures.
- Where appropriate, to assist in other tasks relating to the Poppyscotland Parliamentary Exhibition

Support and supervision

A full induction will be given to ensure the volunteer has the correct information and tools required to support them in this role. This will include online learning to be completed in advance of the role commencing. Ongoing support will be provided through the Public Affairs and Campaigns Manager and Poppyscotland staff attending the event.

Benefits of the role

You will play a vital role in helping to raise the profile of Poppyscotland and the issues affecting our Armed Forces community in the Scottish Parliament. You will gain valuable experience of working with a professional, forward looking charity, and will have the chance to draw on your experience and skills, or acquire new ones.

Personal qualities and experience

- Knowledge and understanding of using social media channels (Twitter and Facebook)
- Knowledge and understanding of the workings of the Scottish Parliament
- Understanding of the challenges faced by our Armed Forces community and
- Committed to Poppyscotland's values

- Be trustworthy and friendly, and have good organisation , planning and communication skills
- Be able to build positive relationships with others, and act with consideration regardless of other social and cultural background and beliefs;
- Previous experience of performing social media roles and working in a political environment would be an advantage but is not essential.

Minimum Age

Volunteers must be at least 16 years of age.

Expenses Detail

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. Reasonable out-of-pocket expenses, can be reimbursed when agreed in advance. A copy of our Volunteer expenses policy is available upon request and will be provided as part of the induction.

Parliamentary Security Access

Due to security restrictions at the Scottish Parliament, the volunteer will be required to go through any necessary vetting processes as required by parliamentary authorities. You would also need to comply with all necessary security arrangements put in place by parliamentary authorities whilst you are present on the parliamentary estate.

Lobbying (Scotland) Act

Volunteers are not covered by the Lobbying (Scotland) Act so any interactions you have with Scottish Ministers, MSPs, and Special Advisers will not be required to be recorded and reported in line with the act.

Application Process

If interested in this role, we ask you to complete an [application form](#), supplying details of two referees - email addresses are requested wherever possible. Our Volunteer Development Officer will be in contact upon receipt of your application to have a chat through your application. We may ask to meet you in person for an informal interview and both references will be required prior to confirmation of the role.

Further Information

If you require any further information, please contact Usman Ali, Public Affairs and Campaigns Manager at u.ali@poppyscotland.org.uk