

# Volunteer Public Relations Representative

Location: Remote

## Organisation

Buddy Check wants to improve mental health support for the UK Armed Forces community. We will provide a peer to peer platform for all serving personnel and veterans to share life experiences and support each other when life starts to get on top of us.

What Buddy Check wants to do is to provide support when we need it most. We want to bring the Armed Forces community together. To make sure those who, when they are at their most vulnerable, have a platform to make others aware of how they're doing. Sharing our mental health feelings, so as a community we can offer support and guidance through the darker times to a brighter future. We don't leave anyone on the battlefield, we don't want to leave anyone behind at home either.

## Job Description

Buddy Check is looking for a volunteer to help us create a public relations strategy to help promote our cause. We need to build relationships with external organisations and publications that may want to feature Buddy Check and the reasoning behind our creation.

You will not be alone in achieving these tasks as you will be working alongside the CEO and digital marketing representative, and under the support and guidance of the trustees, to help us achieve our goals.

## Who and what we are looking for?

- Working knowledge of PR within the third sector
- Exceptional organisational and administrative skills
- Great communicator
- Strong project management skills
- Own computer with sufficient internet access
- Military background (desirable not essential).



## Main activities/tasks

- Create and work to a solid PR strategy and gain exposure to the charitable and military sectors
- Establish and maintain relationships with members, communities, employees, and public interest groups
- Writing press releases and other media communications to promote Buddy Check
- Producing other material such as articles, case studies, newsletter, etc. for internal and external use
- Updating and maintaining Web content
- Contribute to strategy development share and discuss findings and opportunities, lead the PR narrative with the team
- Working with the CEO to deliver OKRs.

## What will you gain from working with Buddy Check

- Exciting opportunity to join a burgeoning charity
- Gain further experience in public relations
- Have an insight into the inner workings of a charity
- Opportunity to help build a community providing mental health support to those who need it.

If you are interested in joining our team please go to [buddycheck.org.uk/volunteers](https://buddycheck.org.uk/volunteers) and complete the application form

