

VOLUNTEER COMMUNITY ENGAGEMENT OFFICER

**Location:** Cambridge, UK  
**Time commitment:** 4-8 hours per week  
**Reporting to:** Kate Nation, Managing Director

**ABOUT TURTLE DOVE CAMBRIDGE**

Turtle Dove is a Community Interest Company who work with young women aged 14 - 24 who are/at risk of becoming unemployed through not having the confidence or experience to seek employment. We are an events company that provides opportunities within hospitality based work experience for young women who really need it. The young women we work with gain invaluable skills with the aim to further engage them in society both at the events and further afield in life. Volunteers are a key part of our service at Turtle Dove, please read more about our work here <https://www.turtledovecambridge.com/about/>

**ROLE DESCRIPTION**

The volunteer will work under the supervision and guidance of the Managing Director and alongside our other team members in engaging the wider community and specified target groups who are likely to find our services and cause of interest. They will be involved in implementing and delivering our marketing strategy. This engagement produced will help to raise the profile and income of Turtle Dove whilst in turn creating opportunities providing vital work experience for young women. The Community Engagement Officer will also aid in identifying new audiences who might benefit from using our services and establish relationships with key groups and organisations depending on their needs or desires.

***Please note: Due to the nature of our work, this post is restricted to women applicants only and is exempt under Schedule 9, Part 1 of the Equality Act 2010.***

**TASKS INCLUDED**

- Collaborating with the Comms and Marketing team to develop and deliver our 2022 communications strategy
- Engaging with the wider community and specified target groups
- Initiating and maintaining contact with stakeholders by phone, email and arranging in person meetings
- Distributing flyers and marketing material with assistance from our Comms & Marketing team
- Maintaining records of work undertaken, keeping notes accurate and up to date

**PERSON SPECIFICS**

- Excellent communication skills
- Confidence in communicating with a wide range of people, including the older generation and target audiences
- The ability to work under own initiative, prioritise tasks and manage workload
- Empathy and an understanding of the challenges faced by the young women we work with

**WHAT WE OFFER**

- Being a significant part of growing a small but impactful organisation that is needed now more than ever after the negative drawback of the pandemic specifically on young women of mental health issues and employment prospects
- Knowing you are providing platforms for the young women we support to engage with and be an integral part of
- Being a part of a female only, creative, supportive and ambitious working environment
- Time Credits that can be spent Nationally and gifted to friends and family
- Reasonable expenses reimbursed

**TO APPLY:** Please send a CV and Covering Letter explaining your experience and interest to:

[hello@turtledovecambridge.com](mailto:hello@turtledovecambridge.com)