



VOLUNTEER ROLE DESCRIPTION

Our vision is to foster a corporate environment where neurodivergent people are understood and form an invaluable part of the work culture – could you help us achieve this?

If you require this role description in an alternative format please contact volunteer@neurodiversityinbusiness.org

Title	Marketing and Communications Coordinator
Team	Marketing and Communications
Number of hours	Approximately 5 hours per week Up to 7-10 hours per week for some coordinator roles
Timing of your volunteering	Our Marketing coordinator roles generally require availability at least three days a week. For some roles, being able to check messages each weekday will be essential to move projects forward, though you can volunteer most of your hours at times that work for you. Please note that there will usually be a requirement for you to attend regular team meetings (generally two per month, but varies by marketing function). You may have the opportunity to influence the timing of these team meetings at a later date, but this cannot be guaranteed.
Location	Working from home/remote-friendly
UK-based? (this may apply to a few of our roles)	No – our marketing volunteers come from around the world!
Expenses	Reasonable expenses will be paid in accordance with our expenses policy if your volunteering requires you to attend a venue away from home.
Conduct expectations	We expect you to treat other NiB volunteers, staff and any stakeholders with whom you have contact on NiB's behalf, in an inclusive and respectful manner at all times. You will be expected to sign a non-disclosure agreement before joining us and to comply with our internal policies and procedures.
Start date	ASAP
How to apply	Fill in the form on our website (on the Volunteer With Us page)
Interview process	There will be a two-stage process. The first stage is a general interview to get to know you and understand your motivation for joining us. The second stage is an interview with the Team Lead or person with whom you would be working, where your role-related skills will be discussed.

Volunteering with NiB

- We are committed to creating an inclusive and diverse volunteering community where everyone's contributions are valued and respected.
- We aim to provide the support you need to be happy and productive in your role
- We offer reasonable adjustments during the interview and selection process as well as in your role – please just let us know what would help you and when

Team function

Our Marketing and Communications team is a dynamic group responsible for promoting the NiB mission and helping our teams communicate about their work to corporate members, individual members, partner organisations and the wider community.

We are recruiting for a variety of coordinator roles to support our Marketing Function Leads to drive forward content and communications across corporate communications, public relations, social media, web and design. Some coordinators support specific projects or product launches.

Tasks and responsibilities

Depending on the role and your experience, you may complete the following types of tasks:

- Coordinate and track team assignments using an established tracker
- Create monthly schedules or map content pipelines with guidance of strategic team lead
- Document processes or create guidance with input from internal subject matter experts
- Work with other Marketing functions or other NiB teams to ensure tasks are completed in line with agreed plans and timelines
- Light writing, editing, or graphics creation (depending on the function), though this will not be your primary task

Skills and experience we're looking for

- Experience in an admin, coordinator or project manager role (paid, internship or volunteer)
- Excellent organisational skills and ability to track multiple assignments, tasks or deliverables
- The ability to use (or learn) SharePoint, Teams, and kanban boards
- A good mix of persistence and patience, as we do a lot of following up with busy volunteers
- Understanding of how the various functions in a marketing or communications department work together
- Writing, editing or design experience is helpful but not essential