



Volunteer role description: Northern Ireland Volunteer

Section 1: What is Making Music and what do we do?

Vision

Everyone has opportunities within reach to make and present their kind of music with others.

Mission

Making Music is a membership organisation which supports, stands up for and celebrates groups of people making and presenting music together in their leisure time across the UK.

Objectives

In the next five years (2017-2021) Making Music will:

1. Help Making Music groups become stronger and better able to connect with new members and audiences
2. Stand up for and celebrate Making Music groups, their members, and others coming together to make or present music in their leisure time across the UK
3. Invite and welcome all kinds of music groups to become part of the Making Music community
4. Ensure Making Music is sustainable and robust for the longer term

For more information, please visit <https://www.makingmusic.org.uk/about-us/annual-report-and-accounts>

Section 2: Purpose of role

The Northern Ireland Volunteer (NIV) will act as the primary link for the Making Music staff in Northern Ireland. They will undertake personal contact with Making Music member groups in Northern Ireland at specific points in the year, identify and follow up potential stories about our members or about significant opportunities for participation, and assist the Member Engagement Manager to develop, collate, prepare, and upload quality communications content to our Northern Ireland social media channels. They will also interact with our growing online audience to build, develop and strengthen our online community. This role will make a significant contribution to raising awareness and satisfaction within our membership and beyond, and develop Making Music's presence across the voluntary music sector in Northern Ireland.

Section 3: Main activities/tasks:

- Contacting members to highlight forthcoming events or specific updates to services and resources
- Communicating member queries and issues to the Area Manager
- Identifying local opportunities for Making Music and its members
- Identifying potential news stories
- Following up leads and conducting interviews for potential stories
- The systematic and applied development and management of our social media pages
- Identify and research suitable items to post and repost on Facebook, Twitter and possibly other sites in a systematic and scheduled way

- Make links to appropriate new accounts and organisations on social media to build and sustain new relationships within our online community
- Work to the Making Music branding and other guidelines and adopt the Making Music persona

Section 4: Skills/experience required:

Essential

- Good communication skills
- The ability to relate to a wide range of people
- Tact, diplomacy and confidentiality
- The ability to represent Making Music in a professional manner
- Competence using IT to support the role (e.g. admin, communications, data handling)
- Well organised and able to work under own initiative
- Good knowledge of social media networks
- An understanding of the benefits and limitations across the spectrum of social media
- Computer, and internet access at home

Desirable

- An interest and appreciation of music and its importance to communities
- Experience in researching
- Experience interviewing
- An understanding of membership organisations
- Knowledge of social media scheduling

Section 5: Application process

Applicants must complete the volunteer application form (a C.V. is not required but may be supplied if you wish) and details of one referee. An informal interview to discuss the role in more detail is required (either in person or by skype /telephone as appropriate) before a position can be offered.

Section 6: Training offered

A full induction will be provided. Regular training on best practice will be given, and further training may be offered where resources allow.

Section 7: Location

Home based, with occasional travel in agreement with the Member Engagement Manager.

Section 8: Expenses

Out of pocket expenses, supported by receipts, will be paid in line with Making Music's Expenses Policy (available on request).

Section 9: Hours

We would like each Northern Ireland Volunteer to be able to commit to at least 2-4 hours per week. There are no set shifts, and some flexibility would be appreciated.

Reporting to: Sharon Moloney, Member Engagement Manager

Contact information:

Sharon Moloney

Member Engagement Manager

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