



Volunteer role description: Online Health Check 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

As an Online Health Check Volunteer, you will be matched with Making Music member groups who have signed up for an online health check. You will review their website and social media channels and make suggestions for how they might be able to improve these in order to help them to better reach out to new members and audiences.

Section 3: Main activities/tasks:

- Making Music will identify music groups who wish to undertake an 'Online Health Check' and will then contact you with details of the group(s) you have been matched with.
- You will review the groups' website and social media channels, using a set of guidance questions we will provide you with, and record your observations in an online form
- We will then process your feedback and pass it back on to the group

Section 4: Skills/experience required:

Essential

- Knowledge of social media networks (especially Facebook and Twitter)
- Good written communication skills
- Tact, diplomacy and confidentiality
- Reliability
- Good organisational skills
- The ability to work on your own initiative
- Computer, and internet access at home

Desirable

- Marketing knowledge/experience
- Experience of web design
- An interest and appreciation of music and its importance to communities

Section 5: Application process

Applicants must complete the volunteer application form (a C.V. is not required) 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.

Section 7: Location

Home based

Section 8: Hours

Each check should take between 10-30 minutes. We ask that volunteers sign up for a batch of 3 checks at a time, and it's up to you how often you take on a batch.

Reporting to: Xenia Davis, Youth Engagement Manager

Contact information:

Xenia Davis

Youth Engagement Manager

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