

World Alliance

Communications Volunteer

Application Pack

About the World ME Alliance

The World ME Alliance is a unique coalition of ME organisations from around the world. Our membership is made up of senior leads/representatives from national ME organisations, working together to achieve change for people with ME at a national and international level.

There are between 17 and 30 million people living with ME/CFS across the globe. This has a devastating impact, not just on those with the disease but on their family, friends and their countries' economy too.

By collaborating we increase our reach, impact and knowledge base. We can build stronger campaigns, share resources and target international bodies, such as the World Health Organization.

Volunteer Role Overview

Our Communications Volunteer within our World ME Alliance team.

ME is a debilitating disease that is under-recognised and under-funded, both in terms of research and care. The World ME Alliance is bringing together organisations across the globe to share knowledge and resources, and build a hub for advocacy directed at international organisations. As part of this they are building a global presence through social media and the worldmealliance.org website, to showcase the work member organisations and the Alliance are doing across the globe in one central resource.

That's where you come in! We need a volunteer to support posting to Alliance social profiles and publishing articles on our website. You will be learning about organisations across the world, uplifting their work, and building the standing and status of the World ME Alliance. The ideal Communications Volunteer will have an interest in websites and social media, be open to learning, want to get hands on experience, and want to improve the understanding of ME.



What we ask of our volunteers

We ask you to make a commitment to us for at least three months and volunteer with us on a regular basis. We recognise that this isn't always possible and will explore the best options available with you.

We also ask you to:

- always treat your fellow volunteers and the people that use our services with respect and compassion
- tell us if you are not clear about your role or activities that you are involved in
- let us know if you are not able to complete tasks or come to work when agreed
- act in a professional way when volunteering on behalf of Action for M.E. or talking about us and our work
- make sure you do not discriminate against another person or exclude people.

What you can expect from us

People volunteer for all kinds of reasons and we want to ensure that you get something back as well as giving you time and commitment. We will work with you to ensure that we get the balance right.

We will:

- always treat you with respect and compassion
- ensure you are clear about your role and responsibilities
- provide you with support through regular contact and meetings that fit with your work and your needs as well as ours
- offer you honest and fair feedback on your volunteering and achievements
- listen to, and act on, feedback that you give to us
- always value the role you play in our team and the contribution you make to our work.

Your supervisor in this role will be the Head of Advocacy and Communications at the World ME Alliance.



Volunteer Role Overview

Team:	World ME Alliance
Location:	Home-based
Hours:	1-3 hours per week, can be increased
Key contacts:	Head of Advocacy and Communications, World ME Alliance

About the Role

The World ME Alliance now has 17 member organisations across the globe and this figure continues to grow. Through these organisations, we represent and reach thousands of people living with or caring for someone with ME. As part of our work, we are building a central resource for news and information on the work being undertaken by our member organisations across the world, in order to uplift and share knowledge and actions globally.

Articles published by our members are automatically added to our website, but need someone to check and publish them, before then promoting them on social media. You'll be boosting the efforts of organisation's across the globe, to make the voice and work of people with ME heard.

Main Tasks and Activities

- Checking, correcting and publishing articles on the World ME Alliance website
- Writing 3-4 posts for social media each week, using content from our member organisations
- Scheduling social media posts
- Attending a check-in zoom meeting at least once a month with the Head of Advocacy and Communications
- Optional: supporting administration of the World ME Alliance Facebook group
- Optional: creating graphics for social media with Canva

About You

We are looking for people who:

- Have excellent writing skills, with a professional but friendly tone
- Have experience with email and social media. (Our website uses wordpress, but we can teach you everything you need to know about this.)
- Have access to their own laptop, tablet or phone
- Are organised and proactive
- Are a good communicator
- Are passionate about the World ME Alliance's mission, vision and values

What we can offer you

Through this role, you will grow a range of communications skills, including writing powerful content and competently using WordPress, Facebook and Twitter. We'll provide you with all the support you need to learn to use each platform, and through the work you will develop an in-depth knowledge of the field of ME. We will offer ongoing support and advice to help you grow your skillsets in the way that you want to, to develop your experience and CV for future work, and will provide a reference for anyone who undertakes this role.



What next?

If you think you would make a great Communications Volunteer we look forward to receiving your application!

Please complete the application form, which can be found at:

<https://docs.google.com/forms/d/e/1FAIpQLSe-5wjtIOv6LeL1aNwF1LdcwZvEWOTtKdLADggnbuME3S3T5g/viewform>

The deadline for applications is 22nd Jan 2023

The team at the World ME Alliance will have a look at all of the applications as soon as possible after this.

If we think you might be a good fit for the role of Communications Volunteer we will contact by the end of January 2023, to arrange an informal chat. This will be a chance for us to get to know you more and for you to find out about the role.

If you are successful we will ask for two references. We recognise some people may not be in work, and so personal references will be fine. Please get in touch if this will be difficult for you.

If you have any questions about this role or volunteering for the World ME Alliance or need help filling in the application form, please get in touch with the Head of Advocacy and Communications, Sian Leary, at sian@worldmealliance.org

Data Protection Act 1998

Information provided on the application form will be treated as confidential and held in secure conditions. Access will be restricted to those involved in the recruitment and selection process. Data you provide may be copied for use in the recruitment process and once this is completed, the information will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, relevant information will be taken from your application and transferred to your personal file. We are unable to process your application unless we can use your personal data. By submitting the application form, you are giving your consent to the processing of your data in the ways described.

