

## Communication and Writing Volunteer – Spirit Stories

**We are looking for volunteers to conduct interviews with inspiration voluntary and community sector organisations and write up these stories in a powerful and emotive way, to showcase their work as part of our the [#SpiritofMCRStory](#) campaign.**

Each year we coordinate a campaign called Spirit of Manchester Stories Week which showcases the extraordinary work of some of the over 3,000 voluntary and community organisations in Manchester.

During Spirit week (24-28 September) we record a day in the life of charities, social enterprises and community organisations doing amazing work across the city, showcasing the diversity and dedication of the sector. We then publicise this information via our website, bulletins and on social media using the hashtag [#SpiritofMcrStory](#).

We are looking for a volunteer to conduct interviews with staff at volunteers at a diverse range of inspirational voluntary and community organisations across Manchester and write up these stories in a powerful and emotive way.

These stories will then be shared on the Manchester Community Central Website and across social media.

This is a flexible role, which can fit round other commitments - however, office based work must take place between 9am – 4.30pm.

This would suit someone who is looking for practical experience of interview skills, writing and communication as well as experience in the voluntary and community sector.

### **Key requirements:**

- Person and communication skills, the ability to conduct interviews in a warm but professional manner
- Interested in storytelling and writing
- Experience of writing for a public audience
- Pro-active and able to work well independently and as part of a team.

### **We will:**

- Provide expenses to cover travel
- Provide a laptop and phone in order to conduct interviews
- Desk space in the Macc office
- Access to contacts in the voluntary and community sector in order to approach them for interviews
- Include a by-line on any interviews you write up for our website
- Provide a line manager from the Spirit of Manchester team to ensure you have support.
- Consider remote working on request.
- Provide a reference on completion of satisfactory work.

- Make sure you are part of an inspirational event that recognises the true spirit of the city and be part of the team that love being part of this campaign each year.
- Invite you to the Spirit of Manchester Awards evening at the Etihad on the 4<sup>th</sup> October so you can see the what your hard work has been part of.

**We expect:**

- All volunteers to comply with Macc policies and procedures whilst volunteering with the organisation. This will be discussed further on commencement of your volunteer placement.

[You can read an example of a previous story here](#)

If you are interested in this role get in touch with Shanna Lennon, Volunteering Development Worker, on 0161 8304770 or e-mail [shanna@macc.org.uk](mailto:shanna@macc.org.uk)