



CAAT Media Volunteer

The Campaign Against Arms Trade (CAAT) is a UK-wide campaigning organisation with a strong presence in national, international, local and specialist media. We work to end the international arms trade and promote peace, justice and democratic values.

CAAT is seeking a Volunteer Media Assistant. This is an ideal placement for someone with a strong interest in the media who wishes to develop his/her experience of a campaigning press office.

Ideally, we are looking for a volunteer to work one day per week for a minimum of six months. The placement is based in CAAT's office in Finsbury Park, London N4.

What CAAT offers

- The chance to develop your knowledge and experience of the media
- The opportunity to work in the press office of an effective national NGO
- Support and guidance from CAAT's Media Co-ordinator
- The chance to gain skills and experience useful if applying for media-related jobs
- Travel expenses within the London area
- A free vegetarian lunch

Tasks

Tasks are likely to include some or all of the following.

- Dealing with emails and calls to/from journalists, especially those from local media, NGOs, student,/university and faith-based media
- Giving media support to the Universities Network Co-ordinator and developing and updating listings for student/university media
- Writing and adapting press releases for different media audiences, especially local, university and faith-based media
- Researching and following media opportunities, including writing occasional comments, articles, letters to the editor and blogs
- Writing and posting occasional content for CAAT blog
- Supporting and developing communication through new media, including twitter and facebook, and on CAAT's website.
- Assisting the Media Co-ordinator to maintain and update records of CAAT's media contacts and coverage.
- Writing and sending a monthly media newsletter to CAAT Supporter Media Contacts, to encourage them to communicate with their local and national media

Useful qualities

Experience of the above is not required, although it would be useful, but the following qualities are essential:

- Commitment to CAAT's aims
- Strong interest in the media, including new media
- Some experience in student/university media (desirable)
- Good written English and good verbal communication skills
- Some experience and/or knowledge of campaigning
- Ability to work independently and as part of a team