

West Central
London



Engagement & Communications Volunteer

West Central London Mind

2026

Role Description

Role Title:	Engagement & Communications Volunteer
Supervised by:	Phoebe Norburn/ Charlotte Fletcher
Time Commitment:	Flexible – between 1-3 days a week
Role Purpose:	We're looking for a creative, self-starter to support our fundraising and communications/marketing team as soon as possible!
Based at:	Hybrid – working online and from our Monck Street Office – SW1P 2AE. (The volunteer needs to be London based. Travel expenses paid when coming into the office/events)

Are you a creative, people-person who wants to support mental health in your community?

Join us as an Engagement & Communications Volunteer and play a vital role in helping us reach more people, raise essential funds, and amplify our voice.

Role Summary

Our organisation is undergoing an exciting change and we're looking for a creative, engaged, self-starter to support us! You'll be working with our Fundraising and Marketing/Communications team, helping to raise awareness of our brand, support fundraising initiatives and contribute to our communications that engage supporters and the wider community.

This is a varied role – perfect for someone who enjoys being creative and connecting with people while gaining valuable experience in the charity sector.

Main Duties and Responsibilities

- Assisting with social media planning, content research and idea generation across various platforms
- Helping to maintain external listings and websites where WCL Mind is signposted, ensuring information is accurate and up-to-date
- Supporting stakeholder engagement, including researching local organisations and corporates to approach for support or collaboration
- Managing and updating our grants and funding opportunities spreadsheet, flagging upcoming opportunities and deadlines

- Assisting with event-set up and pack-down to ensure everything runs smoothly
- Support the promotion of WCL Mind and its activities, both online and offline
- Cheering on our fundraisers at challenge events
- Any other tasks that would be deemed suitable within this role as directed.

What skills and qualities can you bring?

- Warm, welcoming and friendly
- Enthusiastic and positive
- Able to work independently and be proactive
- Organised and reliable
- Excellent written, verbal and interpersonal communication skills
- Comfortable using different digital tools and social media platforms

Support / Training:

All volunteers receive an induction, ongoing support, and regular check-ins from the line managers.

Benefits:

- Make a positive impact in your community
- Be part of a friendly, passionate team
- Training and development opportunities

How to apply:

- Deadline for submission is: 16th February 2026
- Interview date: 24th/25th February 2026
- Contact for enquiries about the role:
 - Phoebe Norburn - Business Development & Engagement Officer
 - hello@wclmind.org.uk

