

## Communications and Events Volunteer at Tomorrow's Company

Tomorrow's Company is a London based global think tank and registered charity addressing the systemic and behavioural questions of the business world, we believe businesses can and should be a force for good in society.

We are a membership organization, so have strong links with our own member corporations but also with other NGO's and think tanks. Every piece of work we do is grounded in the reality of business and tested against the prospects for its execution.

Gain valuable work experience working with the communications and events team at Tomorrow's Company. Some of the tasks you will be responsible for include:

- Contributing to the ongoing development of our **website**, [www.tomorrowscompany.com](http://www.tomorrowscompany.com)
- Contributing to our social media channels (Twitter & LinkedIn) and blog
- Assisting video interviews with senior business people & editing them
- Active note-taking and participation in meetings and roundtables
- Managing and promoting our speakers and events
- **Managing events:** Volunteers design and support a busy schedule of high-profile speakers from the world of business and beyond. For past events please visit: [http://tomorrowscompany.com/events/list/?tribe\\_paged=1&tribe\\_event\\_display=past](http://tomorrowscompany.com/events/list/?tribe_paged=1&tribe_event_display=past)
- **Administrative tasks:** All of our volunteers are expected to help with basic tasks such as updating the database, mail-outs, answering the phone, taking notes etc. These tasks are shared between all our volunteers.

The role will involve networking at events and so it is essential that the candidate can represent the charity well. As a membership organization, with a broad network, you will have a chance to meet some of our high-profile business members and sponsors.

### Requirements

Good command of written English, excellent telephone manner, strong academic background, an understanding of broad business issues in the UK and globally, an interest in current affairs and sustainability issues.

This is an unpaid volunteer position and as such you are under no contractual obligation and are not required to follow office hours. We do cover lunch and travel expenses (£14 per day). Usually our volunteers stay with us for 3 months and we will encourage and help you to apply for jobs.

Like a lot of "volunteering roles" you get out what you put in. At Tomorrow's Company we like to ensure there is a really strong exchange of value as part of volunteering. We expect to get a lot of value from you but also to give a lot of value back.

### Process

If you share our vision and values and are keen to join Tomorrows Company, send your **CV** and **cover letter** - telling us about your interests and why you want to join Tomorrow's Company. Please include the period you are available for, and if you are pursuing a part-time or full-time volunteer. Please send your e-mail to: [claire@tomorrowscompany.com](mailto:claire@tomorrowscompany.com)