

## **Job Description: Social Media Volunteer**

### **The New Normal Charity**

As a Social Media Volunteer, you will support the planning, design and posting of media and monitoring of our social platforms for the Charity. Duties are divided between multiple volunteers within the team.

#### **JOB ROLE:**

- No of roles: Multiple available
- Hours: Minimum 2hrs per week
- Days: Flexible (Rota for account cover)
- Essential: Time and capacity to commit.  
Knowledge, understanding and use of social media platforms.  
Reasonable skills in content creation, design copy-writing, social media or communications.
- Preferable: Experience in working on/managing a charity/business social accounts or communications.

#### **SUMMARY OF DUTIES:**

- Work in a team to produce and share social content and promotions on the Charity's social platforms.
- Taking part in rota for daily instagram stories, responding to messages, comments and queries.
- Contributing to social media calendar for important dates, events, awareness days etc.
- Contribute to social media strategy and plan.
- Engage with other teams and volunteers to produce content and share experiences.
- Use of platforms and accounts such as email, Slack, Hootsuite, Monday, Canva, Facebook, Instagram, LinkedIn etc.
- Immediately flagging any communications that may constitute a safeguarding concern.
- Help cultivate engagement and community amongst social media users.
- Ensure all actions on social media are relevant, inclusive, non-discriminatory and do not negatively impact on the Charity's mission or reputation.
- Act in line with all policies and procedures and uphold the values and ethics of the Charity.

#### **HOW TO APPLY:**

Apply via Charity Job advert.