

**Job title**

Social Media Assistant

**Direct report**

Communication team / The board of trustees.

**Role summary**

The role supports the Communication team through managing social media posts and social media engagement with our followers.

**Person specification**

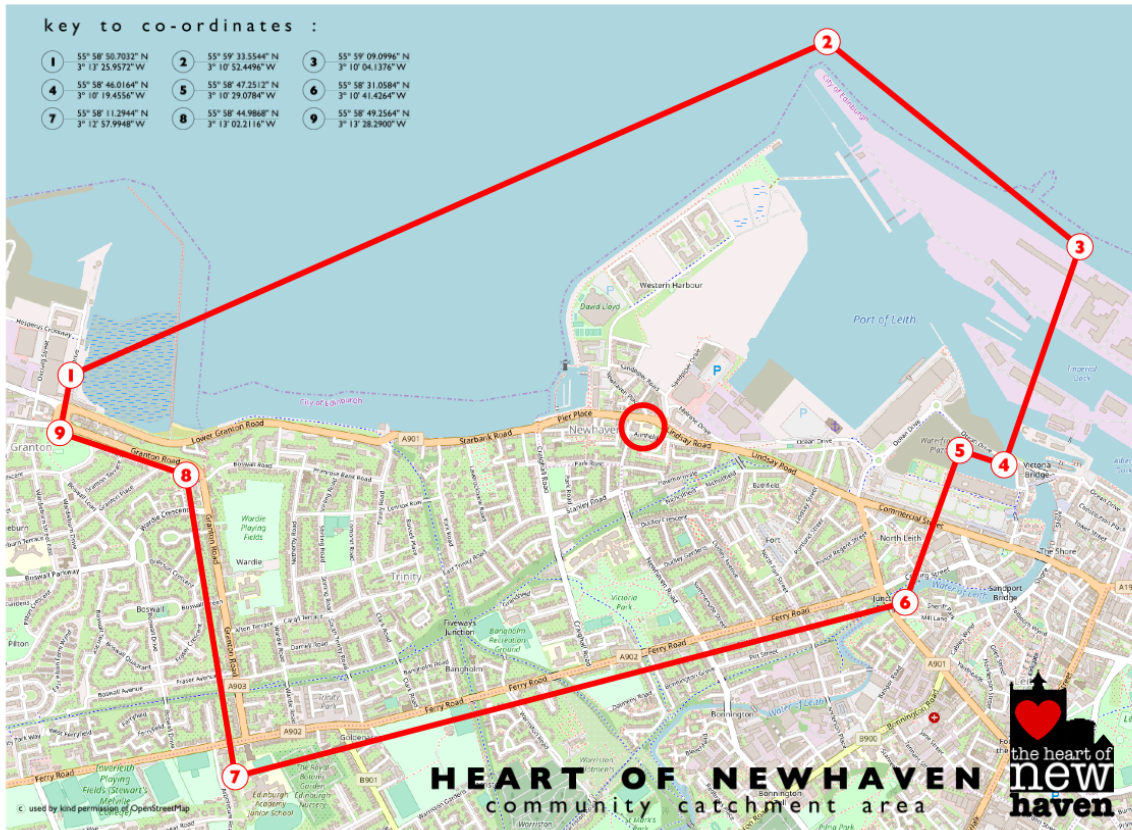
This is a great opportunity for a recent Marketing / Communications graduate or someone who has some experience in managing Social Media and would like to develop their skills through practice and learning from more experienced colleagues.

**Essential experience:**

- Writing and editing marketing content for social media platforms such as Facebook, Twitter and Instagram,
- Increasing social media following and working on awareness building campaigns,
- Using and setting up tools such as Hootsuite, Social Sprout, Canva, etc
- Creating content calendars to help plan social media activity,

**Desirable:**

- Knowledge of the voluntary sector.
- Lives in the area of benefit, see map.



The volunteer should also have/be:

- Accuracy and attention to detail
- Ability to quickly understand the needs of our team
- Can ask key questions to enable us to clarify requirements
- Understands the resource constraints of a small charity and is able to work with these.
- Open to feedback

**Time commitment and location**

- Working from home, up to 4h per week.

**Contact**

Please contact [volunteer@heartofnewhaven.co.uk](mailto:volunteer@heartofnewhaven.co.uk) for more details