

Volunteer role Social Media Volunteer

Department **Communications**

We are looking for a volunteer to support our social media marketing.

Location Remote or at our office in Thornton Heath, CR7

Tasks

- To post content to our social media platforms including Facebook, Twitter, Instagram and LinkedIn using social media scheduling tools.
- To support with writing posts and promoting the services of Age UK Croydon to Croydon Residents and existing and potential clients or users of our services/activities. Also to funders, commissioners, local organisations.
- To monitor social media for likes, comments and notifications.
- To maximise engagement by monitoring traffic and researching ways of expanding our audience.

You may have the opportunity to get involved in other tasks as the role progresses, such as writing and sourcing posts and assisting with other social media projects that arise.

Skills Required

- Experience in using social media platforms, writing and editing content.
- Experience in using Hootsuite would be desirable.
- Knowledge or experience of charities
- Good written communication skills, with accuracy and attention to detail.
- The ability to deal professionally when communicating online.
- Willingness to adhere to Age UK Croydon's policies and procedures.
- The ability to work from home.
- Volunteers will need their own equipment (laptop/tablet, Broadband etc.)

Benefits

- Flexible hours 3-4 hours per week
- Being part of a friendly and diverse team.
- Gaining new skills.
- Opportunity to attend volunteer events and training sessions.
- Travel and other approved expenses will be reimbursed.

Support

- You will receive a thorough induction.
- You will be assigned a line manager to support you.
- Regular catch-ups so you feel confident in your role.

***Please note, a Disclosure and Barring Service (DBS) check will be required**