



## Daniella Logun Foundation

Supporting Children & Young People  
diagnosed with brain tumours and their families

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### Volunteer DLF Social Media Officer.

This is an exciting new opportunity for a friendly, proactive volunteer to join the Daniella Logun Foundation (DLF) based in West London as a Social Media Officer.

We are looking for a Social Media Officer with experience working with charities or community groups to support the CEO to help us capture our events, prepare social media content, information cards, quotes, commentary etc, and manage our Twitter, Facebook & Instagram platforms in a timely manner. With training, the ideal candidate will be able to create simple and impactful social media/online content that raises awareness of who we are, what we do, our clients, promotes our childhood brain tumour and wellbeing awareness campaigns and contributes to the development of our online community in a fun and responsible way.

#### About the Role:

The ideal candidate will take on the following roles which include:

- Uploading media content across a range of social messaging platforms
- Creating schedules where necessary and ensuring they are adhered to
- Assisting with the creation of social content
- Assisting with the creation of social metrics and an understanding of what is working, and then reacting accordingly
- Creates and distributes engaging written or graphic content in the form of e-newsletters, web page and blog content, or social media messages
- Undertake any other duties relevant to the role that may be allocated by the Head of Department or member of the Senior Management Team

#### What are we looking for?

- An eye and ear for the latest trends on social media, as well as understanding the context as to why they are trending
- An ability to write and create sharp, pithy, fun, platform-specific content that will get people reacting
- An understanding of the strengths and differences of the major social platforms: TikTok, IG, Twitter, Snapchat, Facebook.
- A strong understanding of the livestreaming space (i.e. Twitch, YouTube Live)
- Knowledge of Google Suite (Google Drive, Google Docs, Google Sheets etc.) and MS Office
- Knowledge of graphic design software such as Canva
- Excellent multitasking skills
- Ability to efficiently manage a large workload





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- Critical thinker and problem-solving skills
- Good time-management skills
- Great interpersonal, presentation and communication skills
- A can-do, positive and happy attitude

### Person Specification:

The ideal volunteer will be experienced in Social Media Account Management, friendly and have a real commitment to making a difference in the growth of the charity. **We are seeking an individual with a can-do, reliable attitude who is ready to join our close team of volunteers immediately.**

### You will be:

Self-motivated | Willing to Learn | Trustworthy | Organised | Proactive | Honest | Reliable | Flexible | Committed | DBS checked or equivalent.

### Support Offered:

- Full training & induction will be provided
- Weekly commitment (negotiable) – 1 to 3 days for an initial period of 6-12 months
- Reasonable out-of-pocket expenses will be paid to cover reasonable out-of-pocket expenses

### To apply for this role:



Please note that all applicants **must** be over 18 years old and should ideally hold a **valid DBS check**.

An H4ALL application form must be completed. Please note we require two references.

To obtain an application form:

- Visit [www.h4all.org.uk](http://www.h4all.org.uk) and download or print an application form
- Email [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk) to request an application form to be sent to you by email or post

Send your fully completed application form by:

- Email to [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk)  
OR
- [Post to H4All, Volunteer Development Team](#), Key House, 106 High Street, Yiewsley, UB7 9BQ

The Daniella Logun Foundation is registered charity in England, Charity No. 1189746, a member of the National Council for Voluntary Organisations (NCVO) and a member of the Hillingdon Charity Sector Alliance/Partnership.

