

# Volunteer Role Description

## Social Media Volunteer

<b>Location:</b>	Remote
<b>Days/times:</b>	Weekly/ flexible
<b>Supervisor:</b>	Outreach & Volunteer Officer

### Main purpose:

We are seeking a social media volunteer to help increase our online presence and digitally engage with our online audiences via our Facebook, Twitter, Instagram, and YouTube channels.

### Main tasks:

- To keep our social media channels up to date by posting regular content across all platforms
- To stay up to date on the latest local and national news about health and social care and share important news stories with our online community
- To help create engaging content for our new and existing followers
- To create regular online polls
- To increase the number of people following us or subscribed to our channels
- To schedule regular posts promoting our events, activities, and services
- To schedule posts for external campaigns and awareness days
- To encourage others to comment on our posts and share them with others
- To respond to comments and mentions
- To regularly analyse and report on Healthwatch Hillingdon's social media performance

### Skills, experience, and aptitudes:

- Excellent knowledge of all social media platforms
- Strong written communication skills – you must be able to write clearly and concisely
- Able to commit to a minimum of 3 hours per week

- Great attention to detail
- Ability to work equally well as part of a team and unsupervised.
- Must be able to attend bi-monthly team meetings
- Ideally a resident of the London borough of Hillingdon
- An interest in, knowledge of or willingness to learn about health and social care services

### **What will you gain from this opportunity?**

- Develop new and existing skills
- Meet new people and make new friends
- Reimbursement of reasonable out-of-pocket lunch and travel expenses
- Relevant training to enable you to carry out your role effectively

### **How to apply?**

If you are interested in applying for this role please contact:

#### **H4ALL, Volunteer Development Team**

Website [www.h4all.org.uk](http://www.h4all.org.uk)

Email [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk)

Telephone 07395-282-825

Post Key House, 106 High Street, Yiewsley, UB7 9BQ

### **About Healthwatch Hillingdon**

Healthwatch Hillingdon is an independent consumer champion for health and social care in Hillingdon. We are one of 152 community-focused local Healthwatch. Together we form the Healthwatch network working closely to ensure the views and experiences of children, young people and adults are heard by those who run, plan, and regulate health and social care services.

By ensuring the views and experiences of people who use services are listened to, we can help make services better now and in the future.

Healthwatch Hillingdon actively seeks views from all sections of the community, especially those who sometimes struggle to be heard.

We also encourage health and social care providers, regulators, and planners to hear from people directly.