

Social Media Volunteer, Uxbridge Carers Trust Hillingdon & Ealing

We are looking for someone with an interest in supporting our work with unpaid carers with experience and or a background in social media. The successful candidate will join us in our Uxbridge office once a week. We are looking for someone with a passion for social media and an understanding of the role it can play in raising awareness and promoting the work we do.

Main purpose of the role

1. To take on the responsibilities of our direct social media output
2. To support our communications and marketing work
3. To help with creating content for our newsletters, social media, print media and other promotional material over time

Commitment

Once per week in our High Street, Uxbridge office for a minimum of 6 months. Day to be arranged

Key responsibilities

1. Create content to be attractive, informative and inclusive
2. Post across Instagram, Blue Sky, Facebook, Tic Tok and LinkedIn to promote the organisation
3. Support designated team members to utilise social media to thank and engage our supporters, doners and funders
4. Form key relationships with organisations and brands
5. Create new ideas to make the best use of our social media to improve our engagement with the unpaid carers we support, and existing and potential volunteers
6. Collaborating with other team members to contribute to and adhere to the wider communications strategy
7. Maintain strict GDPR and confidentiality practices at all times
8. Monitor and report on engagement rates of each post/platform to inform our messaging
9. To carry out the above tasks in accordance with the policies and procedures of Carers Trust Hillingdon & Ealing

Specialist skills/training/ knowledge required

1. A good understanding of the best practice for maximum social media engagement (i.e: best time of day to post, how to write comments and captions that will gain engagement) and a willingness to learn more about this
2. Strong communication skills
3. Awareness of latest social media trends and etiquettes
4. Enthusiastic, proactive and excited to take on their own project
5. Creativity and Canva skills

6. Good team player
7. A keen interest in social media
8. An interest in our work with unpaid carers
9. A commitment to equality, diversity and inclusion

Benefits of this role

This is a role where you can gain purpose and fulfilment contributing directly to sustaining and growing Carers Trust within a supportive team. You can gain professional experience and insights into charity fundraising, marketing and community partnerships. This role will enhance your communication, writing and organisational skills. You will be engaging with funders, local businesses and the public building your confidence.

- Reasonable travel expenses can be claimed in line with our volunteer policy
- All volunteers will be given a full induction at Carers Trust, Uxbridge
- You will receive all relevant training from experienced staff
- You will receive regular supervision and support
- You will be a part of a supportive team, have the opportunity to attend volunteer celebrations and receive certificates for your contribution
- A reference can be issued after an agreed period of volunteering

Please note

- All successful applicants will be required to complete an Enhanced DBS criminal record check and we will take up references
- Minimum age for volunteers is 18 years
- Minimum commitment is 6 months

To apply

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

To obtain an application form:

- Visit www.h4all.org.uk and download or print an application form
- Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post
- Telephone 01895-676-111

Send your fully completed application form by:

- Email to volunteerhub@h4all.org.uk

Post to [H4All, Volunteer Hub](#), Key House, 106 High Street, Yiewsley, UB7 9BQ