

Volunteer Role Description

Social Media



What will I be doing?

- With guidance of the staff team you will be responsible for all aspects of our social media presence

Main duties:

- Share stories of our work on our social media platforms
- Share information posts as requested
- Meet once per month with the Business Administrator to create a social media content plan for the month ahead
- Create content 2 weeks in advance
- Use Canva to create a variety of professional posts using photos and videos
- Keep up to date with our work to gather stories and feedback from our projects
- Adhere to Cup-O-T's branding guidelines to ensure a consistent visual identity
- Create an ongoing social media engagement plan

Safeguarding

- Adhere to safeguarding policy and procedures
- Report any safeguarding incidents or concerns to the Designated Safeguarding Lead



Who we're looking for

- Working knowledge of Instagram, Facebook and LinkedIn
- Working on your own initiative
- Collaboration with the rest of the team
- Reliability and consistency
- Ability to work to deadlines
- Good verbal, written and pictorial communication skills
- Knowledge of Google Drive desired
- Experience using Canva
- Experience using a social media scheduler like Metricool
- Understanding of Social Media trends and ability to use analytics desirable



Practical information

Where: Online / virtual volunteering

When: Times are flexible but would be 6 hours per week including at least one meeting per month and working to deadlines.

Accessibility: If you have accessibility needs please contact us to discuss.



Contact information

Jemima Tash (Business Administrator) - Mon-Fri 8.30am-1.30pm
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Cup-O-T:
Wellness and Therapy Services.