

# *Social Media Assistant*



You will be responsible for creating compelling content for our online viewers. You will engage with people, share information, answer questions and encourage people to get involved!

**Where:** home, nationwide

**When:** weekends, weekdays, evenings, flexible

**Commitment:** flexible

## **What will I be doing?**

- Using all forms of media and communication to help develop the strategies needed to build, maintain and manage audience
- Design physical imagery, graphics and animations of website and position buttons, icons, links and photos
- Proposes new ideas and contents for social media contents
- Work as part of team to develop social media campaigns
- Assisting in planning, developing and implementing PR strategies

## **What skills will I develop for my CV?**

- Listening – listening to other team members
- Creativity – Designing posts, photos and content
- Leadership – Using the skills and knowledge to take a lead on p social media campaigns
- Teamwork – Will be working with team members and Directors to work on p social media campaigns
- Social Media
- PR
- Communication

## **What do I need?**

- Good written skills and understanding of the different media channels used to the raise profile of organisation.
- Ability to work independently and ask for clarification when needed.
- Strong team player.
- access to the internet, ability to work online, work remotely
- Experience in social media management or willingness to learn

## **What else do I need to know?**

- You should be committed to working with the community with a passion for education and fair access.
- Work is remote. Need access to computer and reliable access to internet
- Support and training is available
- Will need their own smart phone, tablet, laptop or computer

## **What's next?**

Once you've registered interest in this role, a member of our team will be in touch to explain the next steps in your volunteer journey. We will review your CV, if successful, followed by an interview

**For any queries please get in touch with us: [volunteer@whiteroseeducation.co.uk](mailto:volunteer@whiteroseeducation.co.uk)**