

Volunteer Job Role & Responsibilities



Position title:

Social Media Co-ordinator

Description of role (why is your job necessary?):

Our Social Media platforms are an extremely important way of communicating the work of the Foodbank, and both gaining and maintaining vital support from our community of followers.

Qualifications / experience needed:

Skills needed:

- Good written communication skills. Ability to write interesting, engaging content based on recent Foodbank events or news.
- Strong organisational/time management skills. Able to keep on top of different messages and tasks.
- Digitally literate. Must be comfortable using social media.

Desirable:

- Previous experience of managing social media pages, either directly or through social media management tools/software.
- Flexibility to respond quickly. Most social media messages can be scheduled, but occasionally posts will need to be published at short notice.

What is expected of you?

Outline of volunteer's responsibilities or tasks (including potential limits):

- Oversee all communications on the Bournemouth Foodbank Facebook Page and Twitter Profile and being the main point of contact within the foodbank for these platforms.
- Write, schedule and post content regularly, working with the Foodbank Communications team to develop and prioritise this content.
- Respond to messages through social media platforms, acting as an intermediary between the management and followers, passing on relevant details to the management when necessary.
- Engaging with followers and other organisations on behalf of the foodbank.

Time commitment (when, how often, specific time requirements of the role):

- Most of the content can be scheduled in around 1 hour per week.
- Responding to messages and engagements online will require flexibility and willingness to respond quickly and at short notice.

What can you expect of the Foodbank?

Induction / training & support plan (how will you be prepared for the work and supported in an ongoing basis?):

- A handover will be provided by the previous post holder.
- Support, training and ongoing partnership provided by the Communications Team.

Reporting (who would you report to?):

