Volunteer Social Media and Communications Officer Job Description

Reports to: Director

Role Summary
A volunteer social media officer will assist in the development of engaging output on our three social media channels. He/she will work closely with the Diector and the staff team to identify and share stories. He'/she will also play a key role in our weekly Engine Room News email prepared on MailChimp and sent out every Friday.

Desirable Skills and Experience
• Experience of working in communications with video editing skills and editorial skills and experience
• Organisational and administrative skills.

Personal Qualities
• Integrity and a commitment to acting in the best interests of the charity.
• Ability to work effectively as part of a team.
• Ability to maintain confidentiality.
• Good communication and interpersonal skills.

Time Commitment
The volunteer social media and communications officer is expected to spend a minimum of five hours per week at The Engine Room (N17 9FU).

Training
In house training will be provided for the volunteer in the communications platofrms (eg MailChimp) that we use.

Expenses
Any expenses incurred in carrying out the duties of a volunteer may be reimbursed in accordance with the charity's expenses policy.

Equal Opportunities Statement
St Francis at The Engine Room is committed to promoting equality and diversity.

If you would like to discuss this role please call 07957 193922. To apply please send an email with a CV and covering letter explaining your reason for wanting to volunteer to

andrew.johnston@engineroom.org.uk