

Social Media Volunteer - Role Details

Background:

Kingston Carers' Network is a charity that supports carers in the Royal Borough of Kingston upon Thames. A carer is someone who is providing support, unpaid, to a friend or family member who has a physical illness, disability, mental health or substance misuse issue.

How you can help:

We are looking for reliable, computer-literate volunteers to spend a couple of hours a week actively promoting Kingston Carers' Network on our social media platforms. This can be done from our office or from home. Our office is based at: 418 Ewell Road, Tolworth, KT6 7HF

Your role:

To maintain and develop KCN's online presence, this may include:

- Raising the awareness of KCN
- Promoting KCN's services, opportunities and events
- Planning, creating and scheduling posts for our social media platforms
- Uploading content to the KCN website
- Responding to comments made on social media platforms
- Other tasks as appropriate

We ask that you would:

- Make a regular commitment of at least 2 hours per week, for a minimum of 6 months
- Communicate any training needs to the volunteer manager

Benefits:

- The opportunity to support the work of the charity
- Gain social media/content marketing experience

The qualities and attributes we are looking for:

No formal qualifications are needed, but we will look for some key skills and personal qualities.

A great Social Media Volunteer will be:

- Reliable
- A good communicator, with a good level of written English
- Familiar with KCN's services and values
- Confident using a computer
- Confident using social media platforms [Facebook, Twitter, Instagram]
- Committed
- Non-discriminatory
- Organised
- Respectful of confidentiality

What happens next?

- **If you are interested in applying for the role, or would like to find out more, contact Lyndsey at volunteering@kingstoncarers.org.uk or 07458 305 350**
- Lyndsey will then send you an application form to complete
- Once this is returned, Lyndsey will invite you to have an informal chat, either over Zoom or in person
- If you decide to go ahead, Lyndsey will send off for your references and DBS (criminal records) check
- Then you are ready to get started!