Social Media Volunteer Role Description

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|  | **Social Media Volunteer** |
| Purpose of the role | To support the Bereavement Service through regular social media posts which will help us to:   * Raise awareness about end of life and bereavement * Promote our patient & family support services * Build networks and partnerships * Engage with new or established service users. |
| What you will be doing | * Setting up social media accounts including Twitter and Facebook * Drafting and sharing regular social media plans for scheduling * Monitoring responses, feeding back to the Bereavement service via verbal and written updates. * Carrying out additional promotional, events or marketing tasks where agreed. |
| Skills, experience and qualities needed | * Experience of using social media scheduling tools such as Hootsuite, Buffer etc * Aptitude in learning to use new online tools * Good writing skills * Experience of promoting products or services via social media |
| When and where | 2-4 hrs a week depending on service need and your availability. Based at the hospice between 10am and 2pm either Monday, Tuesday or Wednesday. |
| Support offered | * Supported by the Bereavement Services Manager and team * Volunteer induction, and any future training where required for the role * Expenses |
| What you could get out of it | * A chance to contribute to facilitate the support of bereaved families and patients accessing our service * Opportunities to meet new people * Ability to keep up to date on current social media trends and tools * An overview of other volunteer roles within the hospice and the potential to change or take on additional roles in future. |
| Other relevant information | We will require you to apply for a DBS as part of the role |
| What to do if you’re interested | Please email [pafss@marystevenshospice.co.uk](mailto:pafss@marystevenshospice.co.uk) for more information and we will get in touch. |