

Job Description

Social Media Community Manager (Volunteer)

Do you love social networking and want to make a difference?

PSG is an established charity with over 18 years specialist experience in supporting parents and carers experiencing challenges with young people.

An exciting volunteer opportunity has arisen for a Social Media Community Manager to join our team.

You will play a key role in using social media to engage parents and supporters whilst also raising the profile of the charity.

The Role

- Create accounts in the popular social networks and manage the communities: Facebook, Twitter, YouTube, an online forum
- Ensure all community platforms are kept up to date with the latest news
- Monitor effectiveness of the platforms and measure the growth of the community
- Moderate and review comments and respond where appropriate
- Write Forum Rules/Guidelines
- Ability to use Skype

Skills/Experience

- In depth knowledge of Social Media Communities
- A team player –working closely with other digital marketing team members
- Understand Twitter, Facebook, YouTube for Business
- Empathy and understanding of the challenges faced by parents
- Able to monitor Social Media metrics

PSG is expanding which means there will be lots of opportunity to share ideas, develop your skills and boost your CV.

Remote Working: Flexibility to work from PSG offices or from home. Hours to suit

Time Commitment: Flexible – approx. up to 6 months and could be ongoing.

Working Time: From 1-2 hours per week or more depending on your availability

If you are sharp and committed, please send your CV and a covering letter to Anne Williams anne@psg.org.uk explaining why you want to volunteer with PSG and what you would like to gain from the experience.