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**Role**: Volunteer Social Media Coordinator **Reports to:** Marketing Director

**Responsibilities:** Social Media post creation and interaction

**Purpose of the role:**

Responsible for the creation, management and public engagement over social media platforms.

**General & Key Responsibilities:**

* Creating and scheduling content
* Use of established branding
* Engagement with service users and consultants over social media platforms
* Collaborating with planning and strategic tasks based on service delivery.
* Arrange and facilitate Q&A speakers on FB
* Regular meetings with Admin Assistant
* Preparing monthly reports
* Handle sensitive information and pass on to the appropriate parties.

**Skills required for this Role**

* Experience with Social Media Platforms
* Familiar with Canva
* Good understanding of marketing strategies
* Strategically and operationally aware.
* Enthusiasm for the message and organisations intentions
* Support aspirations and ambitions, be outward-looking and encourage high expectations.

**About you**

* Shares values, vision and mission of Nurture Steps
* Experience and/or understanding of disabilities relevant to the organisation
* Respectful, encouraging and supportive
* Excellent communication skills
* Enthusiastic, has an eye for detail
* Organised, self-motivated and enjoys the creation of content
* Driven by the charities’ intentions and ethos
* Close to or in Fife or Dundee

**Commitment and requirements**

* 10 hours per week
* Drive company forward and champion for Nurture Steps
* Contribute to strategy meetings with regard to marketing

**Support**

You will be given all the required guidance and support before beginning your role, including NSPCC Child Protection Training.

**Record your interest**

Email: info@nurturesteps.com