

Communications and Project Officer - Social Media Job Share



The Basics

Hours: 15 hours per week job share - hours can be worked flexibly over a minimum of three days per week

Term: Permanent

Salary: £22,000

Based: This is a hybrid working role, you will work flexibly from home but will be required to attend co working meetings on a bi monthly basis throughout Yorkshire and the North East

Benefits

25 days annual leave (per annum, pro rata) plus bank holidays.

Flexible working

Generous employee volunteering program

5% Pension Contribution

Responsibilities

Creating and scheduling content on different social media platforms; Facebook, Twitter, LinkedIn, Instagram and YouTube.

Interacting and responding to comments and questions across social media platforms.

Support Communications Officer in creating copy and content for blogs, press releases and newsletters.

Finding opportunities to tell the stories of people who participate in our projects, demonstrating positive impact and outcomes.

Reviewing and updating website content using Wordpress/Elementor.

Supporting Project Managers to engage project participants through social activities.

Person Specification

Essential

- Minimum age 18.
- Excellent written and verbal communication skills.
- Proven experience creating and scheduling creative and fun content on a variety of social media platforms to a range of audiences.
- Experience in monitoring social media impact through interactions and views
- Ability to work independently and proactively as well as part of a team
- Passionate about volunteering, physical activity, health and wellbeing.
- Good understanding of the Move Mates projects work and impact
- Fully computer literate with competency in using Google Workspace functions or willingness to learn.

Desirable

- Basic graphic design skills, especially to create infographics.
- Experience in editing photographic images and video content
- Experience using Wordpress
- Understanding of the concepts of SEO.
- Experience working in the charity sector.