**Volunteer Role Description:**

**Project details:**

**What is ACE Benthyg?**
ACE Benthyg is a Library of Things where people can borrow at a low-cost. It’s part of the larger Benthyg-Cymru network (Benthyg means to borrow in Welsh).

**What are we trying to do?**
Benthyg wants to make borrowing as easy as popping out for a loaf of bread! So that people borrowing instead of buying.

**Why?**
We know that borrowing saves people money because they don’t need to buy. It saves storage space and importantly, it saves the planet by reducing waste.

**How does it work?**
People can borrow from our online catalogue at ace.benthyg.cymru and membership is free. Items usually cost around £3-£5 to borrow for 7 days.

ACE Benthyg has an electric van so that we can deliver all over Cardiff, pick up donated items, run events and support some Repair Cafes around Cardiff.

**Volunteer Role** – Social Media Co-Ordinator

**Project Lead** – Naomi England, Volunteer Co-Ordinator and Richard Hawkins, Project Co-Ordinator

**Venue** – ACE - Dusty Forge or Volunteer-from-Home

**Time** – 1-2 Hours per week.

**Desired Skills** –

- Experience using facebook, Instagram
- Experience of posting on social media
- Good use of English Language
- Creativity
- Welsh language (desired)
- Experience of using Canva.com (desired)

**DBS / Specific training required?**

We will provide some training to help with the role.
Time Credits?
Yes

Volunteer responsibilities:

- To promote Ace Bentlyg and their library of things on social media.
- To monitor the @acebenthyg social media account
- To respond to queries or direct them to an appropriate member of the team
- To schedule weekly social media posts
- To make links with local community groups and post onto them
- Create a list of tags to use
- Use template images and create some new ones
- To use our Welsh Key Phrases document to make posts bi-lingual where possible
- To use google translate appropriately for Welsh translation

Project lead responsibilities:

- To manage safeguarding processes
- To monitor social media posts and provide guidance
- To answer any queries volunteer may have
- To be supportive
- To provide any training necessary