

Volunteer Role Description: Social Media Content Provider - ACE Training

Volunteering Opportunity

- Assist in providing a social media presence for a social business enterprise
- Creation of publicity materials for the project
- Opportunities for personal development
- Improving job prospects for those interested in Marketing and Communication
- Supporting the marketing and communication for the ACE Training project
- Short term position - up to 6 months

Volunteer Role: Volunteer Social Media Content Provider

Project Lead: Fiona McCormick

Venue: ACE - Dusty Forge

Times: Various

Volunteers will receive:

- Regular catch-up sessions with the project lead
- Time Credits
- Access to training if appropriate

Desired Skills:

- Good ICT skills
- Ability to manage own time, working towards a list of tasks
- Skills / experience of producing social media content and designing promotional materials
- A good understanding of confidentiality and working knowledge of GDPR requirements

Volunteer responsibilities:

- To be available for half a day per week to provide assistance to ACE Training in creating a social media presence
- Specific tasks may include designing social media posts relating to ACE Training and creation of publicity materials for the project
- Follow any specific instructions relating to project data, for example where data can be stored and any specific measures in place to protect the security of data

Project Lead responsibilities:

- To give clear task instructions and set parameters
- To communicate any changes to process, task direction or activities.
- Manage and supervise volunteers
- Responsible for safeguarding and overall health and safety

I understand my responsibilities in the light of this role description:

Volunteer Name: Signed: Date:
.....