###

**Title:** Social Media Volunteer

**Basis:** Volunteer

**Safeguarding:** No PVG check required

**Responsible to:** Volunteer Development Coordinator

**Responsible for:** Promoting volunteering opportunities and raising awareness of Bethany’s work

**Context of the role:**

We are looking for a Social Media Volunteer to support the Volunteer Coordinator in managing different social media channels, with the aim to promote volunteering with Bethany and raise awareness of our work across Scotland.

**General responsibilities:**

As Social Media Volunteer, you will be involved in:

* Maintaining active social media accounts (Instagram, Twitter)
* Crafting creative content to promote Bethany’s volunteering opportunities
* Thinking of innovative ways to reach a wider audience and increasing awareness of Bethany’s work

**Important pre-requisites for the role:**

We are looking for a volunteer who:

* Has experience of producing original content on online platforms, specifically Instagram and Twitter
* Has an understanding of how to interact with people on social media
* Has basic design knowledge to create images for social posts, especially on Canva
* Has strong communication skills and attention to detail

**Location**:

Volunteering will take place in our office in Leith.

**Pattern of hours:**

Volunteering will take place between 9am-5pm from Monday to Friday, but the specific hours will depend on the volunteer. We will work around your schedule and what spare time you have.

**Expenses:**

Volunteers are entitled to claim up to £3.60 per day for travel expenses (£4.50 if multiple busses are required) and up to £3 per day for lunch expenses, providing that they volunteer for 4 hours or more on that day, and that they present the receipt to their supervisor.