

Reg. charity no. 1058540

VOLUNTEER YOUR WAY TO WORK

Volunteer your way to work provides tailored volunteering opportunities to gain experience, skills and confidence aimed at making the transition into work easier and less daunting. Working within ESTEEM you will have support of a mentor and staff team during the process, completing with a reference from us, a CV and easier access into meaningful employment.

Media and Communications Assistant

Hours: Regular hours to be confirmed at interview, commitment of 2-6 months required (CV writing drop in Thursday 11am-3pm)

Location: ESTEEM % The Old School House, Ham Road, Shoreham

Responsible to: Youth Coast Project Manager and ESTEEM management team

Interview Required

JOB DESCRIPTION

To document the progress of the V2W project through social media platforms (blogs, facebook, twitter etc) and support the Activities, Events, Fundraisers and Project Assistants in publicising their work. Volunteers should be interested in learning or applying skills in marketing, PR or social networking. This role can also incorporate graphic design or media and campaign management.

TYPICAL DUTIES

- Editing and publication of content on the website as directed by the Digital Content Manager, Search Engine Optimisation (SEO) of content (If able).
- Management of social media communications with supporters and interested parties, building relationships with existing supporters and donors online.
- Monitoring and reporting of social media activity.
- Contribute to the development and delivery of social media strategies.
- Growth of social media networks and audiences.
- Development of relationships with social media “influencers”.
- Writing articles for local print publications and feeding into the ESTEEM newsletter mail outs when required.
- Photo editing of images from our projects using specialist software (Photoshop etc.)
- Work with the community fundraising coordinator to provide online support to personal-challenge fundraisers.

ESTEEM

The Old School House, Ham Road, Shoreham-by-Sea, West Sussex BN43 6PA
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- Management of audio and video uploads and channels.
- Contributing to the development of new online resources and projects as part of the digital team.

PERSON SPECIFICATION

- You will need to be confident with or willing to learn how to use various social media platforms.
- Creative and innovative approach, with the ability to share passionately about all the things happening within your project and ESTEEM.
- Able to engage with various audiences online and build good rapport with others in a friendly manner.
- Be a good communicator through writing posts and articles for publicity purposes.
- Previous experience in graphic design is desirable but not essential.

WHAT YOU CAN EXPECT FROM ESTEEM

At ESTEEM we care about your wellbeing and development. We are committed to support you in making positive change and reaching your goals.

You can expect the following from us,

- New opportunities both in the UK and abroad.
- Support and advice every step of the way.
- 1 hour of vocational mentoring a week with an experienced and professional mentor.
- The opportunity to create an up to date CV which includes new skills learnt within our CV and careers drop in session
- A national accreditation for your voluntary work if you are aged 14- 25 and a certificate of completion from ESTEEM
- Valid experience within the voluntary sector.
- Training in both general work skills as well as those specific to your role.
- A reference for future employment from the ESTEEM staff.
- The opportunity to go on to future work placements with local businesses in different sectors.
- The satisfaction of knowing that you are making a vital difference to the work of ESTEEM and in supporting young adults from a disadvantaged background.

For further information and to arrange an interview please email emma.edwards@esteem.org.uk