

## **Volunteer Role: Marketing and Social Media Volunteer**

Project: Feniks (various projects)

<b>Support Person</b>	Gosia Kowalewska, Volunteer Coordinator/Community Development Worker
<b>Role Purpose</b>	The role of Marketing and Social Media volunteer is to assist the staff in promoting Feniks's services and projects on Facebook and Instagram or on one of the mentioned channels. Additionally the volunteer could work on building a social media strategy.
<b>Specific Tasks</b>	<ul style="list-style-type: none"> <li>• To publish posts on Facebook and Instagram on Feniks's projects and services, mental health, community projects, welfare etc.</li> <li>• To promote Feniks's projects and services on social media by sharing posts in specific groups.</li> </ul>
<b>Additional Tasks</b>	<ul style="list-style-type: none"> <li>• To build a social media strategy together with Feniks's staff and volunteers</li> <li>• To build a database with resources on mental health, self-help, welfare</li> </ul>
<b>Skills and Qualities Needed</b>	<ul style="list-style-type: none"> <li>• Interests in social media</li> <li>• Basic knowledge about social media and willingness to develop it</li> <li>• Interest in creating simple graphics</li> <li>• Computer skills</li> <li>• Good writing skills in English and Polish</li> </ul>
<b>Commitment</b>	Time commitment depends on volunteer's availability, but on an average minimum of 2 hours per week

<p><b>Support and Training</b></p>	<p>The volunteer will go through the induction process to get to know the organization.</p> <p>The volunteer will receive a specific introduction to the tasks related to their role.</p> <p>All our volunteers receive supervision and are offered various training opportunities related to their role or our projects in general.</p> <p>There are also volunteer meetings which help to get to know other volunteers.</p>
<p><b>Expectations of Feniks' volunteer</b></p>	<ul style="list-style-type: none"> <li>● Commitment to the role</li> <li>● Reliability</li> <li>● Confidentiality</li> <li>● Following Feniks's policies</li> <li>● Commitment to work collaboratively with Feniks's team</li> </ul>
<p><b>Location and time of volunteering</b></p>	<p>Most tasks can be performed online but there might be some tasks in the future which require working from the Feniks office (151 London Road, Edinburgh EH6 7AE UK) on time arranged with the volunteer coordinator.</p> <p>Currently, during the lockdown the tasks will be performed fully online and support will be provided online as well.</p>
<p><b>How to apply</b></p>	<p>Please send an email to <a href="mailto:gosia.kowalewska@feniks.org.uk">gosia.kowalewska@feniks.org.uk</a>.</p> <p>Tell us a bit about yourself and why are you interested in the role.</p>

Task Description Updated: 19th June 2020