

Role Description 2 - IT / Social Media / Website

Volunteering with IT, social media, and the website at Jubilee Hall is a creative and practical way to help keep the community connected and informed.

Volunteers do not need to be technical experts. Anyone who is confident using a computer, phone, social media, or basic online tools can make a real difference. The role can be shared between several people and shaped around the time and skills each volunteer has to offer, whether that means posting occasional updates, checking information on the website, or helping promote events and activities.

We have a very capable volunteer who is doing a marvellous job helping us develop our website and social media platforms. However, one person is just not enough. We need more volunteers that have a flare and enjoy these activities getting our messages “out there” and keeping our media up to date with events, activities, classes, live music gigs and so on.

Do you enjoy using Facebook, X, Instagram etc. Well, here’s your chance to put these skills and enthusiasm to great use.

Website

Home page – latest news and information keeping it current and welcoming

Keeping our “shop front” up to date is so important

Facilities – making sure images and details are correct and up to date

Activities – weekly and monthly activities and classes are correct and up to date

Events – Making sure we have everything up to date with all events being advertised

Social media posts

Sharing updates, promoting activities, and creating simple posts or posters to keep the community informed

Photography support

Taking or organising photos for events and online content

Flexible Involvement / Hours of Volunteering

The role can be shared among several volunteers and shaped around each person’s time and skills. Our goal is to have several volunteers for this area and therefore share the above activities.