



# SOCIAL MEDIA VOLUNTEER

**Location :** Guildhall 2, High Street, Kingston Upon Thames, KT1 1EU.

**Reporting to: Business Support Admins**

## About us

Balance is a charity based in South West London providing employment and support services to a range of disabled and vulnerable people.

## The Role

- Raise awareness of the services we provide and work we do through regular social media posts e.g Facebook, Twitter and Instagram
- Work with our staff team to create new angles and showcase what our Service Users achieve with the support of our dedicated staff with the aim of increasing income streams (private payers and donations)
- Research, write and create social media content inline with our policies and guidance
- Monitor social media channels and ensure posts are effective and appropriate
- Any other activities agreed

## Commitment

All our volunteers will need to provide two references and a DBS check.

We ask for a commitment of 4 hours per fortnight and in return we offer the opportunity to gain an insight into how a charity operates whilst developing your skills and portfolio with a friendly team.

An online induction training programme including 'Health and Safety' and 'Equality and Diversity' is provided along with ongoing supervision from the Finance Director.

## Experience and Skills Required

- Passion, experience and understanding of Social Media
- Excellent written communication skills (grammar and spelling)
- Ability to work as part of a team
- Understanding of the risks and disadvantages of social media channels, as well as their benefits

Contact: Volunteering  
info@balancesupport.org.uk

www.balancesupport.org.uk Registered Charity Number 1190859

