

| | | | |
|---------------------|------------------------|---------------------------------|-----------------------------|
| Job Title: | Social Media volunteer | Department | Media |
| Vacancies | 2 | Job Code/ Req#: | STEP/SMV-100 |
| Location: | Homebased | Travel Required: | No |
| Enhanced DBS | YES | Position Type: | Voluntary |
| Hours | flexi | Will Train Applicant(s): | In-house training provided. |

Job Description

Are you looking for flexibility and a voluntary role to make a difference? Join us!

STEPWAY are looking for a person with knowledge of the Armed Forces and Ex-Services charity Fundraising network and the ability to understand the challenges of modern-day Media and Marketing on a national and local level.

We are looking for an experienced Social Media guru to play a key role maintaining a high media profile, raising public awareness and knowledge of Veteran welfare, promoting STEPWAY CIO and the work we do.

What you'll do:

- Work with the Head of Media to ensure that regular and up to date news is published on social media platforms- Facebook, LinkedIn, and X (Formally known as Twitter)

Specific Responsibilities

- Post stories on social media- Facebook and LinkedIn and X
- Work closely with the Head of Media. Admin tasks: for example - respond to emails forwarded and action.

We welcome applications from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion, or belief. We actively encourage Veterans to apply.

Applicants will be required to undertake an Enhanced DBS Disclosure and Non-Police Personal Vetting.

TO APPLY FOR THIS POSITION, PLEASE CONTACT-

Head of Media- deb.grant@stepway.org 07398 732 598