Social Media Assistant

Gain skills and help raise vital funds by volunteering in your local community.

Minimum time commitment: 3 hours per week

**Email our Volunteer Manager, Beth to find out more.**

## About your role

If you’re social media savvy and interested in learning more about the charity sector whilst making a real difference to people’s daily lives, we’d love to hear from you.

We are looking for a content creator to support our charity shop teams share engaging content from all areas of our Retail department! With an aim to maximise engagement, promote volunteering and raise awareness of Vision Foundation’s campaigns, in this role you will have the opportunity to:

* Research and create creative content for different social media channels.
* Advertise our volunteering opportunities in innovative ways.
* Promote our shops through photo and video content of our teams, communities, and our unique donations to drive online engagement.

You don’t need special skills or experience to volunteer; a positive attitude and a friendly approach to chatting with other people goes a long way. We particularly welcome anyone who is passionate about, or has lived experience of, sight loss.

### Where and when

You will be based at our shop in West Norwood, London (356 Norwood Road, West Norwood. London, SE27 9AA). Supporting us for as little as three hours a week would have a huge impact on our work, but if you can spare more time that would help us even more. Let us know what hours and days suit you!

### Skills you’ll gain

* Training on the sustainable retail sector.
* Brand training on the organisation.
* Experience planning and creating content for an organisation.
* Knowledge of social media analytics.
* Working as part of a team.
* Strong communication skills.
* Experience in a disability charity.

### Support you’ll get

* Volunteer induction into Vision Foundation.
* Relevant training to do your role efficiently and safely.
* One to one support and regular catch ups with your manager.
* Agreed out of pocket expenses (if you have any).
* Reasonable adjustments to make the role accessible to you.
* A work-related reference.

## Safeguarding

Safeguarding is everyone’s responsibility. Vision Foundation is committed to safeguarding and promoting the welfare and wellbeing of children and adults at risk, whether receiving services or being staff or volunteers. It expects all trustees, staff and volunteers to share this commitment.

You can read more about our charity and the work we do here:

<https://www.visionfoundation.org.uk/about-us/>