

Volunteer Role Profile

| | |
|-------------------------|---|
| Volunteer Role | Social Media Support - Voluntary Services Team |
| Volunteer Manager | Voluntary Services Manager |
| Where you will be based | Home |

Why we want you

We are looking for an enthusiastic person to help CPFT Voluntary Service connect with people on social media.

Our social media will be centred on the stories of our patients, volunteers and the caring staff who support them.

We need someone who can help us to communicate our work and engage the support of people living in Cambridgeshire and Fenland.

What you will be doing

- To update, create content for and post regularly to all social media outlets, Facebook, Instagram and Twitter
- Using social media to engage with different supporter groups, including local individuals, community groups, schools, churches and companies/ Writing messages to an agreed style
- Working with image and video editing software to produce content
- Maintain the highest standards of personal and professional integrity in line with The Trust's code of conduct
- To practically implement Equal Opportunities in your daily work, ensuring that patients and their families' diversity and cultural needs are respected, and discrimination or harassment is challenged
- In the event of accidents, emergencies or untoward occurrences, respond as directed by the Volunteer Manager.
- Additional admin duties may include the development of certificates, leaflets, or booklets for example.

The skills you need

- You will also be helping to increase awareness of our services and increase gifts to the hospice, which enable our caring staff to support people within our services and their families.
- This position will give you the opportunity to work closely with a small voluntary services team and their volunteers who are dedicated to helping patients within CPFT.
- We will support you in producing reports containing research into social media trends and campaigns, analysis of the findings and suggestions.

- To be considered for this role you will be a confident user of social media platforms and IT/smartphone image editing applications.

What's in it for you

- Local induction into CPFT and your department
- On-going support from a named member of staff
- Additional training as required for your role
- Work experiences for future employment and or qualifications

Disclaimer

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination.

As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences. Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act. Advance equality of opportunity between people who share a protected characteristic and those who do not. Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.