

Job Title	Social Media Volunteer
Category of Staff	Volunteer
Location	Mostly home working but may be required to travel to Downright Special office occasionally
Hours of Volunteering / Working Pattern/Special Arrangements	Variable/Flexible. Duties can be carried out at times to suit the individual, although some duties will have to be carried out within the working day. 2-4 hours approx. per week.
Salary	Voluntary position but agreed reasonable expenses will be reimbursed
Safeguarding	
Downright Special takes its responsibilities for safeguarding children extremely seriously and we believe safeguarding is everyone's responsibility. We follow safer recruiting guidelines. All Downright Special posts are subject to enhanced DBS disclosure and candidates will be required to disclose any relevant criminal history. Our safeguarding policy can be found on our website .	
Overall Purpose of the Job and its Primary Objectives	
Downright Special supports children and young people with Down syndrome, their families and the professionals who work with them.	
Raising awareness of Down syndrome, the work of the charity and the difference that we make is an important part of what we do to help maximise our impact. Maintaining an active social media presence across different platforms is a key part of our communication and engagement strategy, connecting with our families, other professionals, supporters of the charity and other key stakeholders.	
We are looking for someone who can help us to promote, develop and maintain our online presence through content creation for our social media platforms. We are most active on Facebook and Instagram but also create some content for X and LinkedIn.	

This is an exciting opportunity for anyone wanting to make a difference to a local charity and have a lot of fun in the process! Whilst we are looking for a person who is committed to the role long term, this role would also provide useful work experience for those looking for employment in a variety of fields.

Key Responsibilities and Duties

- Establish and maintain an active social media presence for Downright Special
- Plan, write & publish engaging content (including images) in line with Downright Special's Communications & Engagement strategy, values and brand.
- Monitor engagement and comments, responding where necessary
- Stay current with social media trends
- Stay current with information and campaigns relevant to children and young people with Down syndrome both internal to Downright Special and from other organisations
- Be an active member of the Downright Special team of staff and volunteers

Skills/Experience Required:

- Good written communication skills, with excellent attention to detail and accuracy
- Experience of using social media platforms Facebook, Instagram, X and LinkedIn
- A professional manner online and able to communicate in a calm, neutral non-judgemental way.
- Enthusiastic self-starter, able to act on own initiative, whilst also working as part of a team
- Good organisational and planning skills
- Ideally someone who has experience of having a family member with Down syndrome or who has worked with someone with Down syndrome

Key Relationships

- Work alongside and report directly to the Charity Manager
- Work closely with other members of the Downright Special team, in particular social events and training coordinators.

Other

- Access to own laptop/tablet desirable
- Volunteers are required to undergo an enhanced DBS check

Training

- Full induction to Downright Special
- Support with understanding your role and responsibilities
- Social media training as required
- Level 1 Safeguarding training
- Ongoing contact and support from the Charity Manager and your key contacts in the charity

How to apply

If you would like to arrange an informal chat before applying or to request an application form then email Gillian Bowlas, Charity Manager on gillian@downrightspecial.co.uk.

Closing date for applications is midday on Monday 7th October