

# Volunteer Role Profile



Volunteer Role

**Social Media Officer- Newquay**

Volunteer Manager

**Communications Lead**

Where you will be based

**Home**

## Why we want you

Newquay Foodbank was founded in 2011 by the community and we work to distribute emergency food and essential items to people in Newquay, and surrounding areas, who are facing a financial crisis. We are a volunteer led organisation and rely on the skills that people from outside our organisation can bring. We are committed to ensuring that we have a sustainable operation both financially and by volunteer support and we must ensure our profile is raised in the community. By volunteering as a Social Media Volunteer, you will be responsible for creating content and managing Newquay Foodbank's social media accounts, all while making a real difference to people's lives providing vital help and support at a time when they need it most.

## What you will be doing

- Creating, maintaining and overseeing the social media content calendar for Newquay Foodbank's Facebook and Instagram accounts
- Creating regular engaging and relevant social media content that reflects our key activities, events, thanking and requests for support
- Engaging with the community through Newquay Foodbank's social media accounts, whilst monitoring for messages, comments, notifications etc and responding appropriately

## The skills you need

- Experience and understanding in using social media channels - Facebook and Instagram (privately or professionally)
- Good IT skills, including experience with Facebook, Instagram, Canva, Video editing software
- Good written communication skills and ability to think creatively when creating and sharing content
- Organised and able to complete tasks accurately with good attention to detail
- Ability to listen and engage with people from a diverse range of backgrounds and experiences
- Ability to get on with others and be part of a team as well as completing tasks independently
- A willingness to learn about our organisation and our place within the Trussell Trust and align to our campaigns

## **What's in it for you**

- Have an enjoyable experience while volunteering for a nationally recognised organisation
- Full induction and training required to undertake your role
- Access to Tempo Time Credits, earning rewards for your volunteering
- Reimbursement of out of pocket expenses
- A Newquay Foodbank uniform
- Learning new skills and utilising your existing skills to make a difference to the community

## **Disclaimer**

By volunteering with Newquay Foodbank, we will ask you to commit to: Treating all foodbank users with dignity and respect, whilst maintaining confidentiality as set out in our Confidentiality Agreement Reading and abiding by the Newquay Foodbank's Policies and Procedures, including agreeing to and attending any training required to undertake your role Meeting time and other commitments as agreed