



## **Social Media Volunteer - Role Details**

### **Background:**

Kingston Carers' Network (KCN) is a charity that supports carers in the Royal Borough of Kingston upon Thames. A carer provides unpaid support to a friend or family member who has a physical illness, disability, mental health or substance misuse issue.

### **How you can help:**

We are looking for a reliable, computer-literate volunteer to spend a couple of hours a week actively promoting Kingston Carers' Network on our social media platforms. This can be done from our office or from home. Our office is based at: 418 Ewell Road, Tolworth, KT6 7HF

### **Your role:**

As a social media volunteer, you will assist the communications officer with maintaining and developing KCN's online presence, this may include:

- Designing elements for use on social media (using Canva or similar software)
- Uploading and scheduling posts on our social media pages (Facebook, Twitter, Instagram)
- Uploading content to the KCN website
- Compiling ebulletins

### **We ask that you would:**

- Make a regular commitment of at least 2 hours per week, for a minimum of 6 months
- Communicate any training needs to the Communications Officer/Volunteer Manager

### **Benefits:**

- Gain communications and social media/content marketing experience
- Improve your skills with free training
- Give something back to your community



Kingston Carers'  
Network



# KINGSTON CARERS' NETWORK

*Improving the lives of carers in Kingston*

## **The qualities and attributes we are looking for:**

No formal qualifications are needed, but we will look for some key skills and personal qualities.

## **A great Social Media Volunteer will be:**

- Confident using a computer
- Confident using social media platforms [Facebook, Twitter, Instagram]
- A good communicator, with a good level of written English
- Willing to familiarise themselves with our values
- Reliable
- Committed
- Organised
- Respectful of confidentiality

## **What happens next?**

- [Click here to complete our application form online](#)
- If you have any questions, or would prefer to receive an application form in the post, contact Lyndsey (Volunteer Manager) at [volunteering@kingstoncarers.org.uk](mailto:volunteering@kingstoncarers.org.uk) or 07458 305 350
- Once we have received your application, Lyndsey will invite you for informal interview, either online or in person
- If you decide to go ahead, Lyndsey will send off for your references and DBS (criminal records) check
- Then you are ready to get started! We offer a 4-week trial, initially, so that you can decide whether the role is right for you