

# SOCIAL MEDIA ASSISTANT



## TO APPLY:

This role is Kickstart funded. Please contact your work advisor for a referral. Email your CV and cover letter to [info@conversationoverborders.org](mailto:info@conversationoverborders.org) with "Social Media Assistant" as the subject line. Applications close midnight 19th January. Expected start date 1st February.

## Role Description

### PERSON SPECIFICATION

Do you have an eye for great design, knowledge of social media and an interest in migrant rights? We need you! We are looking for a Social Media Assistant with excellent communication skills to create exciting and compelling social media content, while building engagement across our social media platforms.

The ideal person would be tuned into news stories and campaigns impacting refugee rights in the UK and be able to turn these into appealing and accessible content. They must be confident working in close contact with the Founder and volunteers to plan content across our social media platforms (Instagram, Facebook, LinkedIn) as well as delivering fresh ideas to grow our reach. They should have good judgement and cultural sensitivity. Ideally they would have some experience using Canva or Adobe Design software.

This role is 25 hours per week and home-based, with flexible hours Monday-Friday. Opportunities to co-work in Brighton if this is where the right candidate is based. We are accepting applications from across the UK. Candidates will be subject to receiving suitable references and a clear Enhanced DBS check.

## KEY TASKS

- Creating social media graphics and engaging stories for Facebook, Instagram and Linked In.
- Using our brand toolkit to create on-brand visual content.
- Writing culturally sensitive and accessible copy for social media captions.
- Scheduling posts using Buffer, Canva and our social media calendar.
- Building engagement and visibility through hashtag use and interaction with other accounts.
- Collaborating in the promotion and creation of a documentary, book and podcast series in our upcoming media projects.
- Working alongside our volunteer team and the Founder to promote events and campaigns.

## BENEFITS

- £9.91 p/h (Living Wage)
- A friendly and supportive team.
- Qualified training opportunities, including Safeguarding, Mental Health, Diversity & Inclusion.
- Flexible hours and at home working.
- Generous holidays, including your birthday off.
- Experience working in grassroots support with individuals with lived experience of displacement.

We are an equal opportunities employer. We encourage applications from individuals with lived experience of displacement.