



## PR and Social Media Volunteer

Thank you for your interest in becoming a PR and social media volunteer at South Bucks Hospice

This is a great time to become a volunteer and support our Charity in its development and growth.

The PR and social media volunteer will play an important part in this, helping to raise awareness of the services that the hospice provides and how to support the hospice through developing and growing our media presence.

We are looking for creative, dynamic and organised individuals to raise awareness of our hospice's needs and work in improving the quality of life of local people and enabling us to help more people in our local community with palliative care needs.

## Why Choose South Bucks Hospice?

As a volunteer of a local charity you can make a real difference to those in our community. Each year we help hundreds of people and we are looking to further expand our reach into the community and develop the service we provide.

As part of the South Bucks Hospice team you will have the opportunity to meet new people and be part of a forward looking and inclusive team helping those who need our services in the community.

## Who we are looking for?

We are looking for individuals with a passion for our work and a desire to make a positive contribution as part of the South Bucks Hospice team.

This is a wonderful opportunity to join a day hospice with big aspirations to grow our care services in the local community, increasing the reach of our service provision and making a real difference to the lives of those we care for.

This is a volunteer role requiring a time commitment of approximately 3 hours per week and the successful candidate will have previous experience in working or volunteering in a similar role.

## **PR and Social Media Volunteer Role**

### **Description**

Responsibilities are:

- To help generate social media content on channels such as Facebook, Twitter and Instagram to enhance audience engagement
- To create a social media communication calendar to allow frequent and consistent activity on our social media channels and planning and scheduling posts accordingly
- To help write newsletters, press releases, editorials, presentations and other media related copy.
- To help create and distribute marketing materials
- To research print media to identify those that will take editorial
- To feed back on ideas for improvement and reporting on analytics
- To ensure that the required approvals are sought for all press releases and social media content and that South Bucks Hospice's procedures for this are followed at all times
- To comply with all South Bucks Hospice policies and procedures, including confidentiality, safeguarding and GDPR
- To commit to at least 3 hours of volunteering per week

## **PR and Social Media Volunteer Person**

### **Specification**

- Excellent written and verbal communication skills
- Excellent communication and interpersonal skills
- Confident and capable around most social media platforms
- Good organisational skills
- Enthusiasm, energy and ideas
- Good team player with a collaborative approach to work
- Ability to work on own initiative

- Demonstrate a consistent high standard of work and attention to detail
- Commitment to volunteering for at least three hours per week on a regular basis.
- A commitment to the charity
- A willingness to devote the necessary time and effort

## How to Apply

Please send us a CV with a covering letter about why you are interested in becoming a PR and Social Media Volunteer at South Bucks Hospice and how you meet the requirement of the role to:

[volunteer@sbhospice.org.uk](mailto:volunteer@sbhospice.org.uk).

South Bucks Hospice will take up two references for successful candidates and also undertake a DBS criminal records check.

## Further Information

If you need any further information about the role, please email

[volunteer@sbhospice.org.uk](mailto:volunteer@sbhospice.org.uk).