

# Get Involved Today

We need your help more than ever!



## Social Media Volunteer

West Sussex Citizens Advice

Do you have a keen interest in social media?

Do you have a love for sharing good news stories in your community?

We are looking for a volunteer to support our Communications Team across all our social platforms.

### As a Social Media Volunteer, you will:

- Help to maintain and develop social media accounts with regular posts, both planned and reactive
- Support with developing, managing, updating and writing content for website
- Support with producing and posting content for our internal Intranet system
- Support where required in generation of electronic newsletters

### As a Social Media Volunteer, you need to be:

- A great communicator, particularly written
- Confident using online platforms
- Able to create impactful and engaging content
- Organised, demonstrating a high level of initiative

### As a Social Media Volunteer, you will:

- Get to work within a team of experienced individuals
- Be a key player in growing our online platform
- Get to work with a fun and diverse team
- Be able to work on a variety of different social media campaigns
- Gain experience and knowledge to be used for future opportunities.

## Other Information:

You will be based at Citizens Advice branch, supported by a Supervisor.

Working days are flexible dependent on location.

We can provide you with the tools to access our digital training.

If working remotely you will need to have your own IT equipment and access to Wi-Fi for digital training.

We ask for a minimum 1 month commitment, with flexible working hours.

We are a diverse workforce and welcome applications from people with all range of abilities.

If you are interested please email [volunteer@westsussexcab.org.uk](mailto:volunteer@westsussexcab.org.uk) for more information about our roles and application process. Alternatively you can apply via our website: [www.advicewestsussex.org.uk/volunteering](http://www.advicewestsussex.org.uk/volunteering)