

# Social Media Officer & Digital Content Creator ANIMA YOUTH

**Please do not delay applying - we will be interviewing as we receive applications, and reserve the right to close the vacancy before the stated closing date. Only applicants who submit a covering letter, outlining why they are interested and suited to the role will be considered.**

Pay: £11.00 PER HOUR

Hours: 5 HOURS PER WEEK - (DAYS/TIMES FLEXIBLE TBA)

Contract: 5 months with potential to extend

Location: Remote (travel access to London preferred)

Reports to: CEO

Responsible for: None

## BACKGROUND OF POST:

The Social Media Officer & Digital Content Creator role is recruited to lead in the creation of the social media and marketing content, updating the website, support with digital engagement with young people via social media. in addition to building relationships digitally with other organisations.

The role will have a focus on:

- SOCIAL MEDIA ENGAGEMENT & CONTENT CREATION (using CANVA and/or Adobe)
- UPDATING WEBSITE CONTENT
- BUILDING RELATIONSHIPS WITH OTHER ORGANISATIONS ON SOCIAL MEDIA
- FIRST POINT OF DIGITAL CONTACT FOR YOUNG PEOPLE IN NEED OF SUPPORT/SIGNPOSTING.

This is a developing role, and thus responsibilities will develop in line with the job description and job purpose.

**The successful candidate will be a self-starter, skilled in content creation and familiar with the use of CANVA & ADOBE SOFTWARE to create content. The successful candidate should also have strong general knowledge on a range of issues and topics, which affect young people, specifically young women and girls**

## **Content creation:**

- You will be responsible for developing and delivering Anima Youth Social Media campaigns
- You will be responsible for leading projects to produce and deliver high quality content including videos, infographics, blogs and data visualisations, e.g. digital campaign, website, social channels, emails, etc.
- You will be responsible in creating a content using CANVA and/or ADOBE Programmes (**\*Ideally you will be skilled in Graphic design\***)
- You will be responsible for creating a content creation calendar/plan, which covers our projects and general youth engagement content
- You will be responsible for exploring the idea of collaborating with TIK TOK content creators to create appropriate content for our social media.

## **Partnership & Relationship Building:**

- You will be responsible for connecting with other organisations, potential funders and influencers with the aim of building relationships to support the work of Anima Youth, and work in partnership.
- You will be responsible for actively engaging with other youth support and community based/charitable organisations to build connections and partnerships.
- You must be able to act as an ambassador for Anima Youth, working in partnership with other agencies to ensure an effective, coordinated community response to young people.

## Team work

- You must be able to meet with the team for virtual and in person (preferably) meetings
- You must be able to participate in monthly objective/deliverable check ins meetings with Line Manager
- You must be able to attend Management Board meetings (virtually), to give updates on our social media to the Board, and/or have the information prepared to relay back.

## General:

- You will be responsible for carrying out typing, filing and other administrative tasks necessary to fill the role.
- You must be able to report any problems/difficulties/complaints to the Project Manager and participate in follow up investigations as required.
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- You must be able to maintain confidentiality and to ensure that professional boundaries are observed when interacting with young people via comments and DMs.
- You must be able to ensure that security of sensitive information is maintained and that the Project remains GDPR compliant.
- You must be able to ensure maintenance of safe and efficient working environment, in accordance with current policies including Safeguarding Children and Young People, and Health & Safety in addition to Health and Safety legislation including Health and Safety at Work Act 1974, COSHH regulations, Environmental Health and EC Directives

**Others;** organise and maintain your workload in an efficient manner, provide timely feedback of your workload both written and oral as required by your line manager, keep up to date records of your work to present at monthly 1-2-1 meetings, provide weekly WILO (week in the life of), undertake appropriate training as provided by the organisation, to co-operate with the introduction of new procedures/technology.

## How to apply:

Only applicants who submit a covering letter, outlining why they are interested and suited to the role will be considered.

Email CV & Cover Letter to:

[info@animayouth.co.uk](mailto:info@animayouth.co.uk)

by 6th September 2021



# JOIN THE TEAM!

**SOCIAL MEDIA OFFICER & DIGITAL CONTENT CREATOR**

**PAY: £11.00 PER HOUR**

**HOURS: 5 HOURS PER WEEK**

**LOCATION: REMOTE**

**CONTRACT: 5 MONTH FIXED TERM (FREELANCE)**

**CLOSING DATE: 6TH SEPTEMBER 2021**

For further details visit [www.animayouth.co.uk/vacancies](http://www.animayouth.co.uk/vacancies)

