

JOB DESCRIPTION

Job Title:	Social Media and Marketing Officer (NNS)
Report to:	NNS Manager
Hours of Work:	15 hours a week across 3 days of the week
Salary:	£7,800 (£10.00 per hour) for 15 hours
Location:	Birmingham (office based in Boldmere, Sutton Coldfield)
Contract Type:	5 year contract until 31 st March 2027

Job Purpose
A creative and innovative Social Media Assistant to support social media and marketing activity across Sutton Coldfield NNS
To raise awareness of NNS and the activities through social media and marketing
To lead on the promotion and marketing
To provide Admin support when required to the Sutton Coldfield NNS Manager

Essential Duties/Responsibilities:
<ul style="list-style-type: none"> • Plan and schedule the upload of weekly posts to social media channels • Support the NNS Manager in the development and execution of overall social media and marketing strategy • Create social media posts • Identify new ideas and feedback new opportunities for promotion • Maintain ACB/NNS brand consistency across all social channels and campaigns • Admin support where required in the form of supporting the grant monitoring process and admin identified by the manager • Any other tasks required under the remit of the role
Skills & Qualifications:
<ul style="list-style-type: none"> • Experience managing social media accounts and marketing through paid work, volunteering or training • Creative thinking, with an ability to implement an idea from conception through to completion • Excellent organisational and people skills • Experienced in working to deadlines. • Team player

- Proficient in a working environment.
- A pro-active and can-do attitude, even when working under pressure
- Administration skills and good office organisational skills

Special Conditions:

- This is a description of the job as it is at present.
- It does not form part of the contract of employment.
- Job Descriptions are regularly reviewed and altered when necessary in conjunction with the post holder.

Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:

Promoting good practice and prevention of harm and abuse

Ensuring that allegations and suspicions of abuse are dealt with and the person experiencing abuse is supported

PERSON SPECIFICATION

Social Media & Marketing Assistant

FACTORS	ESSENTIAL	DESIRABLE
<p>Skills, Knowledge, Abilities</p> <ol style="list-style-type: none"> 1. Knowledge/experience of social media and marketing 2. Understanding of Equal Opportunities and Diversity in service delivery 3. Excellent interpersonal skills (communication, listening skills) 4. Ability to plan, run and lead on tasks and activities. 5. Experience of using a range of IT and software at a proficient level 	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	
<p>Previous Experience</p> <ol style="list-style-type: none"> 6. Previous experience of working / training in social media or marketing 7. Experience of administration in a similar service/ office environment 	<p>*</p> <p>*</p>	
<p>Experience and Qualifications</p> <ol style="list-style-type: none"> 8. Good standard of education 9. Good IT Skills 	<p>*</p> <p>*</p>	
<p>Personal Characteristics</p> <ol style="list-style-type: none"> 10. Commitment to the role 11. Positive attitude towards work and development 12. Attention to detail 	<p>*</p> <p>*</p> <p>*</p>	

April 2022