

Ashford youth Hub District Volunteer Role Description

Role Title: Marketing and Social media Technical support (2x posts available 3hrs each)

Reports to: Youth Hub Delivery Manager

Placement: **Shepway youth Hub**

Main Duties:

Provide administration support in creating flyers, poster and display boards
Ensuring that all information for marketing is accurate
Regular changing and updating of hub display boards
Working with staff to create exciting displays that are easy to understand
Ensuring information is relevant to and complies with current policy
Ensuring that all materials are in line with KCC branding guidelines
Working with the Senior Early Help Worker to create a rota for managing display updates
Uploading and adding content to Social Media sites
Updating external poster in outreach venues

Knowledge and Skills:

Good IT and computer skills
Interest in design or creative
Understanding of Youth hubs or a willingness to learn
Proactive and outgoing personality
Experience of marketing
Excellent attention to detail
Ability to undertake tasks unsupervised

Volunteer commitment Requirements:

This role would require a minimum of 3-6 hours per week
Enhanced DBS check
Various Safeguarding training
Prevent training
Data Protection and Information Governance training
Other training may also be available as identified in Personal Development Plan
Opportunities for partnership training and development opportunities may also be available