

## **Social Media Administrator**

We are looking for volunteers to run our social media. We use Facebook and also have a Google entry. We do not have a presence on TikTok, Instagram or X.

### **Main Duties**

- Checking Facebook DM messages and replying to them. This will probably require you to research some information from other volunteers.
- Posting information about our events on our own page and other local pages, liaising with the Events Team.
- Posting articles relating to the museum and local history. These can be sourced from your own research or from things that other volunteers have come across.
- Replying to comments made by followers.
- Monitoring ratings and comments on Google and replying where appropriate.
- Keeping opening times etc up to date on Facebook and Google.

### **How much time would I be expected to give?**

Work sessions at the museum run from 9:30 to 12 on Tuesdays and Thursdays. Much of the work can be done from home.

### **What skills, qualities and experience do I need?**

- Our followers on Facebook tend to be polite and keep to the theme of local history. They like to reminisce. This is the atmosphere we want to encourage.
- Experience using Facebook
- Commitment to excellent customer service
- Good communication skills
- Good organisational skills
- An interest in heritage and local history
- An interest in what is going on at the museum
- Enjoy working as part of a team
- Willingness to undertake relevant training
- Commitment to equality and diversity
- Be polite, punctual and reliable.

### **What support and training will I receive?**

You will receive a volunteer handbook and an induction session which will include a tour of the museum.

You will work alongside another volunteer at first.

### **What opportunities will I get?**

- Join an enthusiastic team with a shared interest in local history
- You will have Admin access to our Facebook page, and access to our Archives to research possible articles
- Develop your skills and experience
- Meet new people within the local community
- Free tea, coffee and biscuits at each session

### **Other Information**

- This role is open to volunteers aged 18+
- This role is not regulated activity and does not, therefore, require an additional safeguarding (DBS) check.

**If you are interested in applying to be a volunteer please download an application form from our website [www.seafordmuseum.co.uk](http://www.seafordmuseum.co.uk) or contact the Volunteer Co-ordinator on [volunteer@seafordmuseum.co.uk](mailto:volunteer@seafordmuseum.co.uk)**

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