

**Role:** Digital Promoter Volunteer

**Location:** Homebased

**Staff Member Link:** Marketing and Communications Manager



Volunteers are asked to follow the hospice aims and values

- One Team, One Community
- Learning Never ends
- Compassion Takes Courage
- Every Moment Matters

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### **Role summary**

To provide support to the team in aspects of sharing marketing and communications posts from home. To help us to raise awareness of the hospice's services which in turn help to raise vital funds within the local community to support our work.

This role will assist us reach new people in localised communities.

### **What you will be doing:**

Key activities include but are not limited to the following:

- Follow St Elizabeth Hospice across our social media pages & share these with your network on Facebook, Instagram & LinkedIn
- Request posters/flyers from our volunteering team & promote hospice services, volunteer vacancies and events in your local community
- Spread the word – encourage friends & family to learn about the hospice and our events to support our services
- To help engage with all our audiences by contributing positively towards the aims and objectives of the hospice
- Not post or like/agree with any comments to social networking sites that disparage or are perceived to have a negative impact on the reputation of the hospice or its employees and volunteers.
- Adhering to the policy & guidelines set out in our Social Media Policy and Procedure document.

### **What we ask of our volunteers:**

- To participate in the hospice education programme and attend training courses as required
- Be over the age of 16
- To respect at all times the confidentiality of information covering patients, staff and volunteers
- To be friendly and approachable and work as part of a team
- To be committed and reliable
- Some roles require a DBS check

### **The benefits to you:**

- Experience working with a forward-thinking charity whilst increasing your knowledge & experience inline with our Marketing & Communication Strategy
- A sense of satisfaction and pride for helping to make a valuable difference
- Giving back to society and supporting local people
- Assist in developing skills and knowledge in line with our Marketing & Communication strategy
- Basic training will be provided and any additional role specific as necessary

### **Your skills and attributes:**

- You will be an organised person with a keen eye for detail.
- Good communication skills & the ability to work in a professional manner.
- Skills will include knowledge of social media channels especially Instagram stories and reels.

- You will be a good team worker and have a flexible approach to working.
- Previous marketing experience would be desirable.
- Have a good local knowledge of Suffolk and or South Norfolk.