



At the HEART of the Community

Unit 4, Second Floor, Butetown Community Centre, Butetown, Cardiff CF10 5UZ

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## **Volunteer Media & Marketing Role & Responsibilities:**

- Do you Tweet and use Facebook all day every day? Is building social community so ingrained you just can't stop?
- Scheduling the posts on Facebook
- Do you take pride in customer service excellence and your own personal Social Media?
- The Mentor Ring is seeking a highly motivated individual, who has a passion for social media such as Facebook, Twitter, LinkedIn, blogging, micro-blogging and community participation.
- Oversee and contribute appropriate content to support our beneficiaries and organisational objectives, building a strong web presence using our website, Facebook page and Twitter account to promote TMR within the local community.
- Develop press releases and contacts within local media outlets.

## **PREFERRED SKILLS**

- Experience of working IN THIRD SECTOR
- Experience of utilising social media apps
- Experience of utilising Microsoft Office Suite programmes
- Experience of web design and content management

## **PERSON SPECIFICATION**

- Self- Motivated
- Good Interpersonal Skills
- Creative
- Outgoing
- Flexible



[www.MentorRing.org.uk](http://www.MentorRing.org.uk)

Charity: 1149605

