Community Roots Project

**Job Description**

**I.T., Social Media and Communications Worker**

10 hours per week at £12.80 per hour

2-Year Fixed Term Contract (Grant Funding provided by The National Lottery Community Fund) to begin Monday 12th September 2022

The I.T., Social Media and Communications Worker is accountable to the Board of Trustee Directors and the Charity Manager of Disability Nottinghamshire.

The role is to support the Community Roots Project and the successful delivery of its agreed outcomes.

In deciding who to shortlist and appoint to this post, we will be looking for evidence of the following skills, knowledge, experience, and personal qualities.

When completing Disability Nottinghamshire’s Application Form it provides you with the opportunity to demonstrate how you fulfil these requirements.

**General Description:**

Community Roots will create a safe environment for the most vulnerable of service users, their families, friends, and the wider community we represent to access support from Disability Nottinghamshire and a variety of services and organisations in the Mansfield, Ashfield District Council areas of Nottinghamshire.

**Duties and Responsibilities**

1. To maintain Disability Nottinghamshire’s social media accounts on a weekly basis whilst bringing in your own creative idea for posts, this will include Twitter, Facebook, and Instagram.
2. To update and develop DN’s website and google account and ensure that these are kept up to date at a high standard.
3. Update our service delivery with NCC Notts Help Yourself website.
4. Maintain accurate records and statistics, update the client database spreadsheet on excel.
5. Be creative and help fundraise on behalf of DN.
6. Collate information and data to compile the Annual Report.
7. To mentor and support volunteers who wish to develop their skill-set in website and on social media platforms.
8. To work collaboratively with internal colleagues and external organisations to create and develop social media and website content.
9. Act as an effective team member by working co-operatively and promoting mutual respect among all colleagues.
10. Participate in training and development as required.
11. To answer/field telephone calls and complete DN’s client detail form and pass onto the relevant person when required.
12. To understand and promote Disability Nottinghamshire’s Equal Opportunities Policy.
13. To be willing to adapt to any other tasks required on a day-to-day basis
14. Comply with health and safety regulations.
15. Ensure that all work is carried in accordance with relevant legislation and Disability Nottinghamshire’s policies and procedures.
16. To carry out any other duties commensurate with the same grading and level of responsibilities as directed by the Chairperson and Trustee Directors.

Essential attributes

1. Proven experience of creating, developing, and updating social media accounts and website content.
2. Self-motivated.
3. Ability to communicate effectively.
4. Excellent verbal and written communication skills.
5. Effective I.T. skills, including use of social media and Word Press.
6. Ability to work on your own or as part of the Community Roots team.
7. Ability to work with other organisations and wider from the statutory, voluntary, and public sector.
8. Ability to prioritise, structure and manage own workload and evaluation techniques.
9. Flexible approach to the job.
10. Commitment to the key aims of the charity and its success.
11. Awareness of disability issues.
12. Knowledge and commitment of the social model of disability.

**General**

To work as part of a team and to deliver a successful project, good timekeeping is essential. We expect you to be ready to start work at the start of your normal working day, along with open and transparent recording of working hours and sharing of information, i.e., electronic diary updates of activities and meetings.

All staff should treat one another with courtesy, politeness, and kindness and participate constructively in the delivery of this project and the charity.

All staff are expected to maintain high standards of service user care to uphold the Equality and Diversity Policy and Code of Conduct.

To participate in training activities and events necessary to their post and for personal development.

Understand, promote, and comply with Disability Nottinghamshire Policies and Procedures.

Comply with Health and Safety regulations, undertake risk assessments as appropriate.

Ensure all work is carried out with relevant legislation.

Community Roots Project

Delivery Plan

Within each individually funded job role delivery plan, the following key tasks will be included.

1. Continue to attend current established networks and identify appropriate new ones.
2. Promote and establish shared working and resources with partners and potential for joint funding bids /partnerships.
3. Recruit, train and develop new volunteers to extend availability in their area of particular interest and across all service areas.
4. Support and develop existing volunteers.
5. Research and set up training through appropriate agencies and work with partners to establish training offers.
6. Participate in the project advisory group.
7. Build a database of provision, contacts, and support available both within their area of responsibility, and across all service areas.

**This is a 2-year fixed term appointment to start on Monday 12th September 2022.**

**Closing Date: Wednesday 24th August 2022.**

**Shortlisting to take place: Following closing date**

**Interviews: TBC**