

Overview of the role

The purpose of the Nepacs digital/social media volunteer role is to focus on digital communications and PR, particularly online and social media platforms

Role description

Tasks will include:

- Playing a key role in the running of Nepacs' social media platforms (Twitter and Facebook) and website
- Sourcing, creating and uploading text, images and media content to these sites.
- Occasional writing and editing copy for print and digital publications
- Monitoring the media for relevant stories and finding opportunities for Nepacs to actively contribute to media campaigns
- Data upkeep and monitoring media developments
- Help Nepacs develop and maintain media contacts
- Regularly publish relevant Nepacs news
- Supporting Nepacs marketing and campaign work

Skills required:

- Experience of working with social media platforms, website content management systems and MS Publisher
- Knowledge of how to generate appropriate discussions on social media platforms and responding to questions and comments according to our guidelines
- Attention to detail and good proofreading skills
- Good communication and interpersonal skills
- Good IT skills – particularly Excel and Word
- Ability to work as part of a team
- Ability to respect confidentiality
- To be a reliable and pro-active person
- Well organised and able to act on own initiative
- To be non-judgmental

Location:

The volunteer will be based at Nepacs head office at 20 Old Elvet, Durham, DH1 3HW

Expenses:

Public transport costs or mileage up to 22 mile radius at 40p per mile.

Training and support:

- Initial project induction and training

- Level 1 Safeguarding training available
- Invite to Nepacs Generic induction
- Volunteer meetings are held at regular intervals throughout the year
- NEPACS offer a training day for all volunteers annually
- Volunteers are eligible to attend some prison organised training

Commitment

NEPACS asks volunteers

- To commit to the project and its purpose and give notice of absence as soon as possible
- To undertake an induction programme
- To agree to a DBS check and prison clearance (this will require a form of photo ID)

Volunteers can expect

- Support from staff
- Training opportunities
- Invitation to volunteer meetings
- Recognition of their work

To apply:

Please download an application form from our Volunteer Opportunities page of our website or contact: volunteering@nepacs.co.uk , or ring us on 0191 375 7278.