



VOLUNTEER ROLE DESCRIPTION

ROLE TITLE

Leeds J&P Facebook Co-ordinator

WHAT IS THE ROLE? – WHY DO WE NEED YOU?

The purpose of this role is to maintain and update on a regular basis the Commission's Facebook page. Updating of the Facebook page is done on an ad hoc basis at the moment. Consequently, we do not systematically use our follower base to leverage the impact of posting in the most timely way.

ROLE DUTIES – WHAT ACTIVITIES CAN YOU EXPECT TO DO?

- Take responsibility for ensuring that there are 2-3 posts per week on the Commission's Facebook page.
- Reminding and asking other Commission members for suitable contributions to post
- Using the Commission's priorities to determine suitable posts from other pages that can be shared via the Commission's Facebook page
- Writing and posting on the Commission's Facebook page in accordance with the Commission's priorities and in accordance with its Facebook Guidelines document

WHAT SKILLS AND EXPERIENCES DO YOU NEED TO DO THIS ROLE

ESSENTIAL

- The volunteer must already be a Facebook user and have a minimum of 12 months experience of using Facebook on a regular basis
- The volunteer has commitment to social justice issues

DESIRABLE

- The volunteer has access to Facebook via a personal mobile phone

EFFORT REQUIRED

Approximately one hour per week

LOCATION

- This role can be carried out at any location where the volunteer has the use of an internet-connected pc, tablet or smartphone.
- The volunteer will either meet with or have a phone conversation with their nominated volunteer contact on at least a monthly basis.

TRAINING AND EXPENSES

The Commission will reimburse volunteers for travel expenses incurred when travelling to the Commission's office. Where agreed in advance, other travel expenses related to the volunteer role may be reimbursed.

BENEFITS TO VOLUNTEER



- The opportunity deepen your skills in using Facebook and understand better how it can be used in an organisational (rather than a personal) context
- Gain experience in campaigning on social justice issues
- The opportunity to put your passion about social justice issues into action

APPLICATION PROCEDURE

Fill out a volunteer application form and submit to <mailto:jandp@dioceseofleeds.org.uk>

CONTACT INFORMATION

The main contact point for this role is Joe Burns who can be contacted using the email address above. Drop him an email if you would like further information about the role.