



## **Volunteer Role Social Media and Marketing**

We are looking for volunteers to set up and maintain various social media platforms to promote the regular groups and new events to be held at the Greatwood & Horseclose Community Centre. The time commitment is flexible, according to individual availability. Volunteers can use computer stations at the Centre or their own device from home. The Social Media and Marketing Assistant/s will help to:

- Set up new social media accounts with the agreement of the Greatwood & Horseclose Residents Association
- Keep in contact with RA members and community groups using the Centre about new events and projects coming up
- Regularly post information about upcoming events or community news
- Monitor sites and remove any inappropriate content
- Contribute to marketing campaigns run by the Residents Association
- Attend occasional RA meetings to discuss campaigns
- Help the RA to organise and promote community events, including designing and sending out invitations.