



**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**Volunteer Role Description**

Role Title:	Social Media Volunteer
Responsible to:	Operations Officer
Where (Location):	Provan Hall, Auchinlea Road, GLASGOW, G34 9PQ
Time commitment:	Part-time, flexible, to be agreed with Volunteer Coordinator
Role description:	<p>Provan Hall Community Management Trust is looking for volunteers to support our marketing and communications to promote services and events at Provan Hall, an A listed medieval building that has recently undergone a £2m restoration. This will involve drafting visual and written content for our Instagram, Twitter and Facebook. Provan Hall will be open to the public, schools, and groups, usually on weekends. This is an opportunity to learn about and contribute to promoting this heritage gem.</p> <p>The Trust aims to support volunteers to gain new skills, knowledge, experience, and meet new people. The role is flexible.</p> <p>The Trust provide training and cover reasonable volunteer travel expenses.</p>
Main tasks:	<p>Tasks could include:</p> <ul style="list-style-type: none"> <li>• Supporting our Operations Officer with our social media</li> <li>• Designing visual and written content</li> <li>• Writing content captions</li> <li>• Looking up Awareness Days</li> <li>• Scheduling content</li> <li>• Using Later and Canva suites</li> <li>• Preparing material for our Facebook, Twitter and Instagram platforms.</li> </ul>
Qualities required for this role:	<p>No qualifications or previous experience is required. Valuable qualities for the role include familiarity with social media platforms, confidence learning to use different digital software, and the ability to take initiative.</p>



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Training and support available:	The Trust will provide training, support, and will cover reasonable travel expenses.
PVG or other Disclosure checks required for this role:	None
Extras/benefits of volunteering in this role	Learn, build skills, experience and confidence, and increased wellbeing through contributing to community renewal.
Recruitment process:	This will involve an informal chat following the completion of this form and an induction with training before you begin.
Contact:	Saskia McCracken (Community Engagement and Volunteer Coordinator) <a href="mailto:saskia@provanhall.org">saskia@provanhall.org</a>