

Job Placement title

Social Media and Data Support Worker

Company name

Home-Start Wakefield & District

Job Placement summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

Duties to include:

Learn from and implement new administration and interpersonal skills to support the work of the Charity; for example, filing, photocopying, faxing, and telephone duties

Undertake typing, word processing and other IT based tasks

Support the charity with duties as required including answering the phone, face-to-face enquires, receiving and signing in of visitors/parents and distributing mail

Attend and minute staff meetings as may be required following training

Support colleagues with follow up actions from meetings with direction

Assist with sorting incoming and outgoing post

Assist with routine orders e.g. stationary and refreshments

Support administrative tasks such as drafting letters, communications, minutes, and reports; all documents produced would require thorough checking and senior colleague approval

Set up and manage social media campaigns and expand social media presence for the charity.

Facebook, Twitter, Instagram, Linked in,

Assist with designing, setting up and implementing a data monitoring system on Charity Log pro forma.

Maintain accurate and up to date information and ensure appropriate use of electronic storage systems

ESSENTIAL SKILLS AND EXPERIENCE

Knowledge and commitment to safeguarding and promoting the health, safety, and welfare of families.

Knowledge, understanding, and commitment to the Equality Act 2010 and fair treatment of all

Competent user of Microsoft Office suite and electronic storage portals, Able to use initiative,

Understanding of the need to maintain confidentiality, Awareness of GDPR principles , Good

communication skills, Attention to detail, Sound knowledge of Microsoft, including Excel packages, and social media platforms, Awareness of GDPR principles Personal qualities, Positive and friendly attitude

Self-motivation Enjoys working with people Smart appearance, Understanding of the need to maintain confidentiality Desired qualifications GCSE (or equivalent) grade C/4 or above in both English and maths

essential. ICT qualification desired, however, not essential

Essential skills, experience and qualifications (please do not use bullet points)

see above

Job category (DWP use only)

Number of hours per week 25

Working pattern and contracted hours (including any shift patterns) Mon, Tues, Thurs, 9am - 4pm 30 mins lunch break
Fri , 9am - 3pm 30 Min Lunch Break

Hourly rate of pay National Minimum Wage