

**Job title**

Social Media Assistant

**Company name and postcode**

Mantality Ltd - LS21 3AS

**Job summary**

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

Social Media Assistant is responsible for all work and communication on all of Mantality's social media outlets. This role will plan out weekly posts on a shared calendar as well as inputting adHoc campaigns or posts relating to upcoming event, seminars, sales.

Must have the ability to be forward thinking and independent to use these platforms to reach more followers, find more users and a wider audience.

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

Proficient in all social platforms including Instagram, Twitter and Facebook.

Knowledge of Canva is preferred but not mandatory.

**Job category (DWP use only)****Number of hours per week**

25

**Working pattern and contracted hours** (including any shift patterns)

Flexible to reach 25hrs

**Hourly rate of pay**

NMW/NLW

**Details of employability support** (training opportunities/mentor)

Access to all mental health workshops and courses to engage with the Brand and the direction it is going.

We will work with Wakefield Employment Hub's wrap-around support package including induction, monthly feedback, careers adviser interview & exit interview