

Opening Times
Tuesday 11-5
Wednesday 11-7
Thursday 11-7
Friday 11-5
Saturday 11-5



Dorset Scrapstore
The Factory
14 Alder Hills
Poole
Dorset
BH12 4AS

Dorset Scrapstore Volunteer Role: Social Media Team Leader

Potential time commitment: Flexible

Location: Dorset Scrapstore / At Home

Responsibilities:

- Lead our small Social Media Team that helps to promote Dorset Scrapstore online. Duties will include general overview of online activities, collating log-in details and user information, answering team queries and planning ahead.
- Assist with updating our website, Facebook, Twitter, Pinterest, Netmums, and other sites
- Pro-actively research other online resources for Dorset Scrapstore to be listed on
- Work closely with our Marketing team to plan effective campaigns and information sharing
- Take a leading role at bi-annual meetings including planning the meeting agenda and forwarding minutes

Requirements:

- Access to internet, with a good knowledge of how to use search engines and social media sites
- Willingness to develop Dorset Scrapstore's online presence, and promote and uphold our reputation online
- Ability to work according to our social media policy guidelines and as part of a team
- Excellent interpersonal skills, working with other volunteers to monitor success of campaigns

Training and support:

We are looking for a volunteer to lead and develop our small but perfectly formed bunch of social media volunteers. The right person for this role should come complete with great interpersonal and social media skills. Full training on how to use our internet database will be provided. A Dorset Scrapstore official email address will be supplied along with necessary training. Dorset Scrapstore will aim to provide opportunities for personal development within your role.

What you will get from this role:

- Develop your team-leader skills and experience
- Join a motivated, fun, and creative team of volunteers
- Take pride in the knowledge that you are helping a valuable local charity that benefits your community
- Gain experience that will enhance your CV
- Meet new people throughout Bournemouth and Dorset
- Reasonable expenses covered

Health and safety responsibilities:

To be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures.

Did you know we are looking for volunteers to help with the following roles?

- Membership Administration • Social Media/Team Leader • Photographer • Fundraiser • Graphic Designer
- Van Driver • Press & Promotion • Creative Decorations • Store Assistant/Supervisor • Events & Marketing
- Workshop Assistant • Craft Kit Preparer • Warehouse Sorter • Supplier Researcher • Materials Preparer

