**Digital and Events Assistant – YMCA Positive Placements   
(Voluntary Role)**

*This role would suit someone who is looking to get into digital marketing or social media roles, the charity sector, or events planning.*

*Benefits include travel expenses, CV building experience, references, free training including Equality and Diversity, Information Security, Safeguarding, Health and Safety, and access to a library of online courses.*

**Hours:**1 day (7.5 hrs) a week, flexible working across the week

**Location:**Brighton based with occasional travel within Sussex and Surrey

**Reporting to:**A Positive Placements Coordinator

**Duration:**   
4-6 months with possibility of extension

**Role purpose:**

The digital and events assistant will be responsible for updating and creating content on our social media, under the direction of the Coordinator. They will support with day-to-day interactions via social media channels including Facebook and Twitter, with the possible addition of Instagram. They will also support in the planning, promotion and running of events such as fundraisers and community outreach events.

**Key responsibilities:**

* Copywriting, editing and publication of content on social media
* Managing social media accounts with supervision
* Work with other YMCA projects and the Communications department
* Come up with creative ideas for our social media channels
* Capturing and editing photo, video and audio content for social media
* Assisting in the planning and development of fundraising and community events
* Attending and promoting events, primarily on social media
* Some administrative support
* Attending meetings where appropriate
* Helping at events including, for example manning stalls, distributing flyers and taking visitor information

**Person specification:**

**Essential**

Strong written communication skills

Good grasp of Facebook, Twitter and Instagram functionality

Competent in the recording of photo, video and audio material – predominantly for social media

A commitment to the aims and purposes of YMCA DLG

Strong belief in Diversity and Inclusion

**Desirable**

Experience of professional social media management

Experience of working with young people or within the charity sector and related private and public organisations (for example, council services and educational institutions)

Competent in the use of photo, video and audio editing software