

Social Media & Admin Assistant

Salary **£17,364 FTE pro-rotta (£5,632 for 12 hours)**
Part Time Position - 12 hours per week (to include Mondays)

Home-Start South East Dorset has an exciting opportunity for a new Social Media & Admin Assistant to join our small dynamic team. Following a significant re-brand we are entering an exciting time looking to build on our recent successes.

The applicant should be someone with a real passion for Online Marketing and Social Media with a sound knowledge of SEO, Content Creation and Google Analytics. You will work closely with our Fundraising Team to run the charities social media campaigns, undertake marketing and promotions, be responsible for the charities website and undertake other administration duties as appropriate.

This will include creating engaging content for a high-profile social media presence, keeping social media channels updated and brand-focused, and seeking out new social media avenues and ways of connecting with audiences in order to promote the charity.

You will be working within a friendly team that are eager to embrace positive ideas to take our charity into this next phase.

Home-Start is a charity that offers support, friendship and practical help to parents with young children who experiencing a range of difficulties. If the role sounds like something you might be interested in please contact us for more information.

Closing date: Monday 16th September 2019 at 4.30pm

Interview Date: Tuesday 1st October 2019



**HOME
START**

South East Dorset

1462 Wimborne Road
Kinson
Bournemouth
BH10 7AS
Tel: 01202 574877

For an application pack and supporting information please either

- e-mail: kathy@homestartsoutheastdorset.org.uk
- or telephone the office: 01202 574877

Home-Start is committed to equal opportunities and to safeguarding children and vulnerable adults.

An enhanced Disclosure and Barring Service check will be required for this role.

