

**Digital Media Volunteer**

**Location:** Home based, with occasional travel

**About Milton Keynes Homelessness Partnership**

MKHP is a network of organisations who connect to prevent and end homelessness in Milton Keynes. We work to prevent people becoming homeless and help people get and keep a home. MKHP is ambitious. We encourage and facilitate innovative ideas on how to end homelessness in MK with a focus on prevention rather than cure.

**Vision:**
Ending homelessness in Milton Keynes, achieving homes for all.

**Mission:**
We will achieve this by enabling the sector through championing a joined-up approach, sharing good practice and advocating change to accomplish better outcomes for people who are homeless, or at risk of homelessness.

**Strategic Priorities:**

* Raise awareness of the issues impacting people experiencing homelessness, the priorities of the sector to end homelessness and the work of MKHP
* Support sector-based organisations to strengthen their organisation and continue to develop our own organisations resilience and best practice
* Share information and work together to empower the sector to continuously improve services, identify collaborative opportunities and achieve better outcomes through a data and impact led approach.
* Explore new opportunities and innovations to prevent and end homelessness across Milton Keynes.

**Role Description**

The Digital Media Volunteer will be responsible for helping Milton Keynes Homeless Partnership team to prepare and deliver social media messages and content on our digital channels. They will also interact with our growing online audience to build, develop and strengthen our online community. This role will make a significant contribution to raising awareness of our work and that of our partners in the homelessness sector. We have a new communications strategy and would love to find the right person(s) who can help us to bring it to life.

Main tasks will include:

* Managing our Twitter and Facebook accounts (i.e. posting, engaging with followers and other accounts)
* Identify and research suitable items to post and repost
* Make links to appropriate new accounts and organisations to build and sustain new relationships within our online community
* Work with the Operations and Programmes Officer to determine appropriate updates from the MKHP team
* Support partner campaigns and promotions
* Track the effectiveness of our social media work and recommend ways forward.
* Test content and review its impact.

**Skills and Experience Required**

Essential:

* Good communication skills
* Excellent knowledge of social media networks and IT skills
* Experience of working on a professional social media account
* Ability to transform small snippets of information into interesting and engaging stories suitable for Twitter, Facebook etc.
* Good understanding of Twitter functionality (including Lists)
* The ability to work equally well in a team and unsupervised
* Access to a computer and internet at home
* Able to commit at least one hour on two days per week (Min 2 hours per week, average of 2-4 hours per week).

Desirable:

* Knowledge of social media scheduling
* An interest in homelessness and/or charity work
* Ideally resident of Milton Keynes

**How to Apply**

Please send your CV and a covering letter, telling us about your experience and why you would like to apply for the role of Digital Media Volunteer, to recruitment@mkhp.co.uk by 30th June 2021.

We ask that CVs are no more than two sides of A4 and covering letter no more than one side of A4.

A full induction will be provided and further training may be offered where resources allow. Out of pocket expenses, supported by receipts will be paid in line with MKHP’s Expenses Policy. Please note that this is a home-based position, with occasional travel further afield by agreement only.

Volunteering is the lifeblood of the voluntary sector and your expertise and skills can really make a difference to our work to help end and prevent homelessness in Milton Keynes. We hope that you consider applying to join our are small, but dedicated and friendly team, all working together to make a real difference to the lives of people in Milton Keynes.

Due to the nature of volunteering roles, we reserve the right to appoint earlier than the closing date.

**Milton Keynes Homelessness Partnership**

The Ridgeway Centre, Featherstone Road, Wolverton Mill South, Milton Keynes, MK12 5TH

www.mkhp.co.uk

Charity Number: 1181232