

# VOLUNTEER OPPORTUNITY

---

**VOLUNTEER ROLE:** Social Media Assistant

**TEAM:** Connect Team

**RESPONSIBLE TO:** Galia Ben-Israel

**NUMBER OF HOURS:** 5 hours per week

**JOB PURPOSE:**

To provide support in growing our online reach and engagement by administrating KingsGate's social media presence.

**KEY ACTIVIES**

1. Support the rollout of KingsGate's social media content strategy by planning content for 'central' KingsGate Community Church accounts, and the 'centre' accounts for KingsGate Peterborough.
2. Using relevant media supplied by our Media Team, write and schedule social media posts in line with our Communications & Social Media policies and content strategy for KingsGate Community Church & KingsGate Community Church Peterborough social media accounts.
3. Support the delivery of social media promotional campaigns throughout the year by preparing and scheduling posts (e.g. Christmas, Easter, Mother's Day, Father's Day, key Sunday series, prayer & fasting seasons, Alpha, etc.).
4. Manage social media interactions on Central & Peterborough accounts in line with our Social Media Policy, including reacting to comments, reviews, photos, check-ins and mentions, replying to messages, and passing interactions on to relevant people within the KingsGate Staff Team (as appropriate and required).
5. Maintain up to date account branding, descriptions, URLs and other key info on our social media accounts, administrating updates as and when required.

**It is not essential for this work to be completed during normal working hours and could be worked remotely, but some office contact during working hours would be required**



 [kingsgate.church/volunteer](https://kingsgate.church/volunteer)