



## Volunteer Social Media Assistant

**Are you looking to develop and discover new skills, explore a new field, get more life experience?**

If so, volunteering your time to CT Furniture will not only look great on your CV, but will increase your:

- Social media and administration skills
- Marketing experience in a retail environment
- Personal and professional development

You'll also gain satisfaction and increase your confidence by:

- Supporting your community
- Meeting new people and making new friends

### **GENERAL INFORMATION**

<b>JOB TITLE:</b>	<b>Social media assistant volunteer</b>
<b>RESPONSIBLE TO:</b>	TBC
<b>LOCATION:</b>	TBC – Birmingham, Sandwell, Wolverhampton
<b>HOURS WORKED:</b>	Variable
<b>TYPE OF APPOINTMENT:</b>	Voluntary

**To apply call 0121-773-2858 or email [Marieanne.delaney@communitytransport.org](mailto:Marieanne.delaney@communitytransport.org)**

### **ROLE PURPOSE**

To provide an efficient, effective and supportive service of promotions for CT Furniture store managers; using Facebook, Gumtree and additional promotional platforms as required.



### **PRINCIPAL ACCOUNTABILITIES**

1. Managing photo libraries and taking photographs and videos of items
2. Scheduling and posting updates to specified social media platforms.
3. Customer service – responding to all customer enquiries via online platforms.
4. Using the computer to update social media sites as required
5. General office duties
6. Answering the phones and dealing with customer queries
7. Distribute marketing materials.

### **Company overview**

Community Transport (CT) comprises of the charitable company '*Community Transport*', and its trading subsidiary '*Community Minibuses Limited*'. We have four brands: CT Furniture, CT Home, CT Passenger Services and CT Training and we help the community by providing accessible transport, low-cost furniture and professional training.

### **Our Mission Statement**

*To bring people and opportunities together to help transform lives and build better communities.*

### **Our Values**

Our core values are *Excellence, Engagement, Ethical, Equality and Enterprise* and each CT Furniture employee and volunteer strives to represent these values in all we do.