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 **Social Media Volunteer**

We have an exciting opportunity for a Social Media Volunteer to join our team to support our organisation with managing our social media channels.

Our aim is to provide information and support, build a community, maximise engagement as well as promote volunteering, fundraising and events. Raising awareness of the work we are doing at Menstrual Health Project across the spectrum of Menstrual Health related concerns and conditions is paramount.

**About Menstrual Health Project**

Menstrual Health Project is a UK charity founded in 2022 by Anna and Gabz, two friends who connected online due to both suffering with Endometriosis. After years struggling to get diagnosed due to gaslighting, misdiagnosis and a lack of knowledge, they both were using their social media platforms to raise awareness, advocate and share their own journeys with Endometriosis and chronic illnesses. After many conversations between them where both felt deflated and frustrated, they knew the time had come to create Menstrual Health Project, so they could do what they were currently doing but on a wider scale and a larger voice!

**Our Mission**
Our mission is to provide practical support for those suffering with menstrual health concerns and conditions through educational tools & resources. We are aware of the challenges those suffering with these concerns and conditions face, and we strive to help people navigate these conditions more confidently, accurately and comfortably, whatever stage in life they are at.

**Our Vision**
Our vision is to create a world where menstrual health is no longer stigmatised, considered a taboo & normalised in today’s society. We want everyone to feel empowered, informed & heard.

**What will I be doing?**

* Maintaining and/or establishing active social media accounts and platforms
* Identifying opportunities to establish connections and relationships with other organisations, groups and those with similar goals whereby we could partner or collaborate with
* Think of new and innovative ways to increase online engagement
* Creating and researching creative content for different social media channels
* Identifying target audiences and being up to date with current trends
* Maintain and update social media content calendar for the year ahead with various awareness days/weeks/months and important dates
* Promoting Menstrual Health Project campaigns and events across the various channels

**What skills and experience do I need?**

* Excellent knowledge of social media platforms such as Facebook, Instagram, TikTok and Twitter
* Previous experience working in marketing or social media
* Being able to use various tools such as scheduling programmes like HootSuite, creative tools such as Canva and collaborative tools such as Teams, Google Sheets/Docs, etc.
* Ability to work collaboratively as part of a team and motivated to work as an individual
* Good written communication skills, with a degree of accuracy and ability to proof read
* Good attention to detail
* Ability to think creatively when sharing content
* Great time management skills
* Show awareness and comply with all aspects of Health and Safety/Risk Assessment in relation to your home working environment

Further, you should be able to work under your own initiative. We will assist you by providing training, development opportunities and guidance for our volunteers. Most importantly, you will have the opportunity to support development projects.

This is a role working from home, with regular meetings online or in person with our founders and any other relevant team members.

**Please note that this is a voluntary, unpaid position. However, we do reimburse volunteers the cost of travel to any events or in person meetings via public transport (e.g., train or bus fare) or if you are travelling by car this will be paid at 0.45p per mile from your home to the relevant destination.**

**What will I gain from this opportunity?**

* You will be helping support a new charity and be part of our growth and development of the organisation
* You can develop existing skills and learn new skills and information
* Become part of a friendly and diverse team
* Attend a variety of events (virtual and in person)
* Give back to a good cause
* A huge sense of satisfaction in knowing you are helping others and making a difference to the lives of so many people
* You will be supporting a team that will rely on your input for successful campaigns, events and activities
* Acknowledgement that Menstrual Health Project would not be able to support and help as many people as we do without the commitment and loyalty of our team of volunteers

**Location:** Remote

**Time commitment:** To be discussed at the interview stage, but this is a flexible role that can be scheduled around your own work/life commitments.

 **What happens next?**

We ask if you can please read through the volunteer agreement which includes the volunteer code of conduct within the document. Then complete ALL sections of the volunteer application form and equal opportunities form. You will then need to return them to us via email: hello@menstrualhealthproject.org.uk

Please note we do ask for 2 character references, the criteria for references are as follows:

1. They are not related to you
2. They must be over the age of 18
3. They have known you for a minimum of 2 years (preferably in an educational or work place setting)

Once we have received your forms we will then send off for your references. Upon receipt of your references and both being satisfactory, one of our founders will contact you to arrange a suitable time for an interview. The interview will be carried out on a video call via Teams with our founders and chair of trustees.

If successful, we will contact to arrange a start date and discuss the induction process. Please feel free to contact us via email to discuss any questions or queries you may have about the role.

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