



Temwa Social Media Volunteer

Job Details

Location: Temwa Office, Bristol City Centre, or remote can be considered

Duration of work: 1-2 days per week

Start date: ASAP

Salary: This is a voluntary position but lunch and reasonable travel expense can be covered

Job Description

As the Social Media Volunteer you will be an integral part of the Fundraising and Communication team. We are seeking someone that is highly motivated and committed, with a passion for international development and experienced in using social media that can support us grow and develop our various social media platforms.

This is a great opportunity to join a small, friendly team and gain valuable experience of working in the charity/NGO sector. As a key member of the team, you'll have real responsibilities and will be able to apply your existing skills and experience to our organisational mission, whilst developing your skill set and enhancing your CV.

About Temwa

Temwa, meaning 'love within a community' in the language of Tumbuka, is a Bristol-based charity committed to empowering remote African communities. Our goal is to harness the power of bringing communities together. We partner with hard-to-reach communities in Malawi, empowering local people to end poverty and transform their own futures. At the same time, we inspire local communities in the UK to come together to help bring about this change. We have been working in Northern Malawi for over 19 years, and our work currently includes sustainable agriculture, forestry, health and education programmes.

Principles of Temwa:

- Community Driven – Temwa's decisions are made by the community
- Working towards long-term self-reliance
- Commitment to sustainable development
- Belief in inclusive communities
- Working together with integrity, openness, mutual accountability and professionalism

We have a highly skilled team of 24 full-time employees in Malawi implementing this work, based out of two offices in the Northern Region. Our UK office in Bristol, comprises a small fundraising and operations team of seven staff (most of which are part time), 3-5 regular volunteers and interns and a wider family of volunteers and supporters, committed to achieving our goal.

Key Role Responsibilities:

Supporting the Communications Officer with day-to-day operations, including:

- Researching and creating compelling and engaging content for different social media channels
- Posting social media on our Instagram, Facebook, Twitter and LinkedIn Platforms and other emerging platforms
- Use timelines and scheduled content to create a consistent stream of new content for audience interaction while analysing, managing, and altering schedules where necessary to optimise visits

- Proactively seeking out interesting and relevant content to use in communications
- Propose new ideas and concepts for social media content
- Assisting with the creation of marketing materials
- Helping implement marketing campaigns to promote our campaign and appeals
- Promoting sponsored challenges through social media, working to target and recruit participants
- Helping organise Temwa's library of images
- Researching and developing press and PR contacts
- Supporting the rest of the team with ad-hoc tasks, including fundraising events, when necessary

Experience, knowledge and attributes required:

Essential

- Demonstrable interest in international development, with a passion for and belief in Temwa's mission
- Excellent written communication skills, with great attention to detail and the ability to engage different audiences through writing
- Experience and knowledge of social media platforms, including, twitter, instagram, facebook and tweetdeck
- Reliable, proactive and self-motivated attitude, with the ability to take the initiative and work independently when needed
- Well-organised approach to work with excellent time management, with experience of working to tight deadlines
- Ability to work in a professional manner when communicating online

Desirable

- Experience of working or volunteering with a charity or NGO
- Experience of writing blogs, case studies, articles
- Understanding of Flickr
- Interest in digital communication and trends
- Experience of using social media in a professional context
- Experience of using Wordpress
- Experience of using Canva

How to apply:

Please send a CV (two pages maximum) and covering letter (one page maximum), outlining why you're interested in this role and how you meet the person specification above, to amanda.grimstead@temwa.org