



RSPCA Gwent Branch
Registered Charity No. 225476



Volunteer Social Media & Website Assistant

Aims

To provide support with analysis of our social media channels, with regular reporting of performance. Ensure we are following all RSPCA guidance and compliance. There will be opportunities and growth within the role to support with the updating of our website, Facebook and other social media channels to help promote the activities of the branch and attract more support.

Key activities

- To liaise with the Volunteer Coordinator on a regular basis to provide reports on an agreed schedule based on all social media platforms
- Update our branch website liaising with your Volunteer Coordinator to collate appropriate information, including animals for rehoming, events, campaigns and other information.
- Promote key animal welfare initiatives such as neutering or microchipping. Liaising with the key staff including the Branch support specialist and Regional press officer for advice and guidance.
- Update Facebook and Twitter with details of events, animals for rehoming and other information. Engage with followers, responding to questions and comments appropriately.
- At all times acting as an ambassador for the RSPCA.

Desirable Experience

- IT literate
- Experience of using social media
- Experience of using content management systems for website updates.

- Excellent written communication skills.
- An interest in animal welfare.

This is a great opportunity to use and develop your digital media skills whilst helping animals in need. Training will be provided.

Additional information

RSPCA Gwent Branch serves Gwent & Brecknock. Covering Newport, Monmouthshire, Torfaen, Blaina Gwent, Brecon, Builth Wells, Hay on Wye.

Volunteers will be able to claim out-of-pocket expenses such as travel costs, these will be agreed with your Volunteer Coordinator in advance.

To apply or discuss this volunteering opportunity please call 01633 289399 or email volunteer@rspca-gwent.org.uk.
