

Kickstart Role Outline

Role Title:	Trainee Social Media Assistant
Location:	Home working
Days & Hours	TBC with applicant at interview - 25 hours per week
Duration:	6 Months
Requirements: <i>Include an introduction to the work & example of tasks and duties</i>	<p>The Strategy & Business Development team at One Manchester have a host of very exciting project they run and support in the local community. They are looking for someone to support them with their digital presence so that more people come to learn about the fantastic work they do and increase engagement and participation across the social media platforms.</p> <ul style="list-style-type: none"> • Undertake online research into the project area to develop a database and profile of local businesses and community groups • Support new social media activity for the project covering Facebook, Twitter, Instagram, TikTok and others etc. • Generate, edit, publish and share daily content (original text, images, video) that builds meaningful connections and encourages community members to get involved • Moderate all platforms and responses • Develop email newsletter and build an email database for the project • Undertake online research
What's In It for You the candidate:	<p>During the placement you will develop key transferable skills such as:</p> <ul style="list-style-type: none"> • Teamwork • Communication • Problem-solving • The use of office applications • Experience of using social media platforms in a professional capacity • Using your own initiative <p>During the course of the placement, you will be fully supported through the following ways:</p> <ul style="list-style-type: none"> • 1:1 check-ins with your manager to see how you are doing • 1:1 Pastoral support (fortnightly video/telephone calls to discuss any challenges/difficulties you may be experiencing or successes you have had during your placement) • Informal monthly group placement catch-ups with all kickstarts who have joined at the same time to learn and share from one another • Participate in a group social activity • Monthly insight bitesize sessions to learn more about the wider business

	<ul style="list-style-type: none"> • Attend group employability skills development workshops called Get Your Future Started • Support with creating and updating your CV to reflect your placement experience • Support with applying for jobs/apprenticeships • Support with interview prep • Access to interview clothing
Skills or Qualifications required	<p>As the role will be primarily be home-based, you will need to be:</p> <ul style="list-style-type: none"> • A self-starter • Motivated to work independently • Organised to plan and deliver work on time • Good level of written and spoken English • Some knowledge and interest in social media
Pay	National Living Wage
How to Apply	<p>To be eligible you must be between 16 – 24 years old and claiming Universal Credit.</p> <p>To apply you must speak directly with your JCP work coach and ask to be referred to this opportunity.</p>