

Kickstart Role Outline

Role Title:	Trainee Social Media Assistant
Location:	Home working and office base (Lovell House, Archway 6. Hulme M15 5RN)
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>We are looking for someone who can assist with the One Manchester social media accounts, working directly with our Content Marketing Executive.</p> <p>The work will include working across our four social media channels – Facebook, Twitter, LinkedIn and Instagram, supporting with the creation of content for the website and how we then promote that across the channels. You will learn how to create posts and graphics for the content, go out to One Manchester events to photograph and film what is going on and support in the planning of campaigns through Hubspot. You will learn key search engine optimisation techniques and produce content that is both well written and works well with Google Analytics and is a good website user experience. You will also work with other members of the team to understand and learn what the rest of the marketing department does.</p>
What's In It for You the candidate:	<p>The candidate will have an opportunity to manage their own workload across multiple different tasks and systems. They will learn to use a number of different digital systems including Hubspot and get chance to do the comprehensive training offered by Hubspot and our Drupal 8 website Content Management System (CMS). We will also offer training in the social media platforms that we use. The candidate will gain skills in project management and project experience along with Microsoft Excel skills</p> <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/digital applications • Using your own initiative • Working independently • Social media marketing experience <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

	<ul style="list-style-type: none"> • 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 • 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>Don't worry if you don't know the jargon/terminology used in this advert, you will be able to learn about this during your placement.</p> <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 • Have a willingness to learn • Motivated to work independently • Organised to plan and deliver work on time • Good level of written and spoken English • Knowledge of Microsoft Excel or a willingness to learn would be beneficial
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>