**Working for Health**

**About us**

Working for Health CIC is a specialist, end to end provider of employment support to people with mental health conditions. It provides support for the job seeker to find work and supports people in work to keep their job.

We aim to increase an individual’s hope and aspiration for work, to increase the number of people in work, and reduce stigma and discrimination

**Our philosophy**

Working for Health believes that:

* everyone can work, if the work is right for them
* everyone has skills and talents
* everyone has the right to a second chance
* hope will be the change agent

Working for Health is committed to ethical principles and practice, not only towards the customers we serve but also to our partner agencies, commissioners, employees, volunteers and our environment.

As a Community Interest Company all of our profits are reengineered into our community of interest: in our case this is the group of people whose working life is effected by mental ill health.

**Volunteer job Title** Marketing and Social Media Volunteer

**Reports to (post title):** Contract Administrator

**Payments:** All authorised out of pocket expenses will be reimbursed

**Role Purpose:**

This position will play a crucial part in the development of our CIC.

The volunteer will be responsible for promoting and marketing our services and organisational objectives, using traditional and social media channels.

**Key Accountabilities:**

* Working to the existing marketing strategy and contribute to its ongoing development.
* Develop and maintain our Facebook page and Twitter account and other social media channels as they develop.
* Contribute to discussion, share information and distribute articles which promote our mission, vision and values.

**Confidentiality**

In the performance of the duties, the post-holder may have access to confidential information relating to service users, staff and volunteers, and the organisation. All such information is to be regarded as strictly confidential and may only be divulged to authorised persons in accordance with the policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**Health and Safety**

The post-holder will assist in promoting and maintaining their own and others’ health, safety and security as defined in the Health & Safety Policy.

**Equality and Diversity**

The post-holder will support the equality, diversity and individual rights: acting in a way that recognises the importance of people’s rights; respecting people’s privacy, dignity, needs and beliefs; and behaving in a manner which is welcoming, non –judgemental and respectful of circumstances, feelings, priorities and rights.

**Personal/ professional Development**

The post-holder will participate in a training programme necessary for this role, and take responsibility for own development, learning and performance.

|  |  |  |
| --- | --- | --- |
| **PERSON SPECIFICATION** | **Essential**  | **Desirable** |
| Excellent written skills and accuracy with grammar, spelling and punctuation |  |  |
| Good verbal and non-verbal communication skills. |  |  |
| Extensive of social media channels including Facebook and Twitter |  |  |
| Have excellent organisational skills and an attention to detail |  ✓ |  |
| Creative thought and the ability to put those thoughts into written and visual interpretation |  |  |
| Excellent team-working skills |  |  |
| Experience and working knowledge of Microsoft word and outlook  |  |  |
| Experience and working knowledge of Excel |  |  |
| Ability to be self-motivated and pro-active |  |  |
| Personal experience of mental health conditions |  |  ✓ |
| Experience of arranging meetings |  |  |
| An understanding of the impact of mental health on a person’s life, i.e. stigma and discrimination, particularly around employment |  |  ✓ |
| A willingness to work flexible hours on occasion through prior arrangement as the needs of the role dictates. |  |  |

**Applications**

To apply for this post please send a CV and a cover letter outlining how you meet the person specification and why you would like to volunteer with us.

Applications can be sent by email to diane@workingforhealth.co.uk

Or by post to:

Diane Heaven

Working for Health CIC

The Enterprise Centre

Cottingham Road

Kingston upon Hull

HU7 6RX

For more information on the role, please contact Diane on 01482 464921