Volunteering in the [YOUR ORGANISATION’s] Community

[YOUR ORGANISATION’s community] is a strong and dynamic community, and its Neighbourhood House aims to provide a focal point for community connection, involvement, and support.

The impact people have on their community through volunteering has always mattered, but the last few years have highlighted to us all, just how important volunteering is for our community – as well as for ourselves.

This is a wonderful time for you to get involved. By volunteering, you will be making a difference in the lives of those you support through your work, those you volunteer with, and—what’s just as important—you’ll be making a positive impact in your own life too.

# [YOUR ORGANISATION]

[YOUR ORGANISATION] is an incorporated, not-for-profit association managed by a community Committee of Management (COM). It provides opportunities for lifelong learning, community engagement and supports initiatives for residents of [YOUR ORGANISATION’s community] and surrounding districts.

[YOUR ORGANISATION] receives funding from the Victorian Department of Human Services (DHS) via the Neighbourhood House Co-ordination Program. It also generates income through fees for service program of activities, courses, grants and community fundraising.

[YOUR ORGANISATION] is currently a signatory to the Adult Community Education Centres Collective Agreement 2008 / Social Community, Home Care and Disability

Services Industry Award 2010.

## Mission Statement:

The purposes of the association are to:

(a) Involve the community and encourage participation and inclusion, valuing

diversity and difference at all levels of neighbourhood house operation.

(b) Identify community needs and aspirations.

(c) Determine appropriate community programs, activities and services in response to

those needs, ensuring that diversity and difference are valued.

(d) Partner with community organisations, businesses, government and philanthropic

organisations to secure appropriate funding and support.

(e) Deliver quality programs, activities and services; and

(f) Evaluate the effectiveness of all aspects of neighbourhood house operations

including: programs, practice and governance.

VOLUNTEER ROLE DESCRIPTION

# Position Title: Social Media Manager / Community Communications

Location: [YOUR ORGANISATION’s address or addresses].

## Position Objective

Social Media Manager is a voluntary position rostered to effectively and positively raise awareness of [YOUR ORGANISATION] and its activities – in particular online.

## Key Responsibilities:

### Digital Communications:

* + Minimum two posts on social media (diverse range of content – suitable for [YOUR ORGANISATION])
  + Identify and post on other social media channels (both local and positioning)
  + Minimum one blog on website

### Communications Drop Box:

* + Any relevant communications i.e. story telling

### Key Performance Indicators:

Conversion to participation

* Followers
* Reach
* Participants in activities

Positioning

* Publication
* Followers
* Reach

### Special Requirements of this Position:

Blog material to be approved by Manager prior to distribution. Posts as scheduled. Collaboration required with Website Manager and all event/activity coordinators. No financial delegation. Position reports to the Manager or Coordinator in Manager’s absence.

### Key Skills Required:

* Good writing skills
* Knowledge of social media platforms
* Good research skills
* Good organisational skills

## Organisational Relationships and Reviews

Reports to: Manager.