

Job Title: Website and Social Media Manager

Location: Remote, but local to Winchester

Job Type: Part-Time / Self-employed

Remuneration: TBA

About Us:

Badger Farm Community Centre is a registered charity that serves as a focal point for the local community in Badger Farm and Oliver's Battery, offering a variety of social activities and events for residents of all ages. We are dedicated to fostering community spirit and providing a welcoming environment for all.

Job Brief:

We are seeking a creative and motivated Website and Social Media Manager to enhance our online presence and engage with our community. This role involves managing our website and social media platforms to promote events, share news and connect with residents. The ideal candidate will have a passion for community engagement.

Key Responsibilities:

- **Website Management:**
 - Maintain and update the Community Centre's website, ensuring content is current, relevant and engaging.
 - Collaborate with the Community Centre Manager to create and implement website enhancements that improve user experience.
 - Work with the Community Centre Manager on web hosting and email administration.
 - Work with the Community News Editor to promote sponsors and share relevant content.
- **Social Media Management:**
 - Create, curate and manage published content across various social media platforms (currently Facebook and Twitter, administered through Buffer).
 - Monitor social media channels for feedback and inquiries, responding in a timely manner to foster community interaction.
- **Community Engagement:**
 - Actively engage with local residents online to build a sense of community and encourage participation in centre activities.
 - Collaborate with local organisations and groups to promote events and initiatives.

Requirements:

- Experience in managing websites and social media platforms, preferably for a non-profit or community organization.
- Strong written and verbal communication skills, with the ability to create engaging content.
- Familiarity with WordPress and social media.
- Knowledge of SEO best practices.
- Ability to work independently.
- Passion for community service and engagement.

Desirable Skills:

- A knowledge of the collaboration workspace Notion.
- Understanding of community development and local issues.

How to Apply:

Interested candidates should submit their CV and a brief cover letter outlining their relevant experience and passion for community engagement to bfovrca.manager@gmail.com.

Join us in making Badger Farm Community Centre a vibrant hub for our community!