Role: Final Straw Foundation Admin/Social Media Assistant

Full Job Description
You will report to the CEO and Director of Operations.

Description of Duties
1. You will be responsible for checking, responding or forwarding to an appropriate staff member any public and business enquiries to the charity.
2. Assist with responding to volunteering opportunity enquiries and educational outreach enquiries.
3. Assist with organisation of public events including completing risk assessments, organising supporting services etc.
4. Support the CEO and COO with ad-hoc administration requirements.
5. Assist with reporting, record keeping and inputting information into databases.
6. Manage the charity’s social media channels including Facebook, Twitter, Instagram and other relevant platforms - scheduling posts as appropriate to create a consistent stream of engaging content and responding to enquiries through its social media channels.
7. Create dynamic written, graphic, and video content for social media channels using topics and resources provided by the rest of the team.
8. Propose new ideas and concepts for social media content.
9. Always ensure a high standard of communication.
10. Work collaboratively as part of a team.
11. Any other relevant duties as necessary.

Skills and Experience
Essential
• A passion for the environment and conservation.
• Excellent working knowledge of Microsoft Office, Google GSuite and email systems.
• Excellent communication skills.
• Excellent administration and organisational skills, attention to detail.
• Excellent spelling and grammar required.
• The ability to keep accurate records
• Practical, responsible and confident to take the initiative when required

Preferred
• A minimum of 2 years’ experience in a social media role.
• Wider knowledge of the issues surrounding plastic pollution in the environment and other environmental issues, willingness to learn more about the topic to help support social media work beneficial.
• Knowledge of database input and management helpful.