

SPACE YOUTH PROJECT

Volunteer Opportunity



Volunteer Social Networking Administrator

Job purpose: As part of a team work to assist in the smooth running of The Space Youth Project.

Role involves:

- Assist with maintaining and updating Facebook and Twitter
- Examine ways Space Youth Project can better market and strengthen its brand
- Keep in touch with changes to social networking site developments and terms and conditions
- Assist with maintaining the website
- Adhere to stated policies and office procedures relating to health and safety, information systems, and the proper use and care of equipment and materials
- Contribute to the monitoring and evaluation of the services provided
- Work as part of a team
- Respect the need for confidentiality whenever you have access to restricted information; whether it is charity information or young peoples' information.
- Commitment to undertaking relevant training including safeguarding, GDPR and other training Space Youth Project identifies as appropriate for the role.

Space Youth Project
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