



## DIGITAL OUTREACH COORDINATOR

<b>Job title</b>	Digital Outreach Coordinator
<b>Hours</b>	10 hours per week, flexible
<b>Duration</b>	<b>4 months</b> (extension of post is subject to future funding availability)
<b>Salary</b>	£15 per hour
<b>Responsible to</b>	Centre Manager

### Introduction

Mildmay Community Centre is a multi-service neighbourhood facility that offers a broad range of educational, social, cultural, and capacity building projects, programmes, activities, and services for local residents.

Over the last few years there have been noticeable changes within the demographics of the local community. It is therefore our aim to capture these changes by way of positive engagement with local residents within the Mildmay ward and surrounding areas. To find out what local people who live and work within Mildmay want from community life in their neighbourhood.

### Purpose of the role

Working alongside our website support service. We are looking for a social media savvy specialist to attract and interact with our local community and network users.

In the role of a Digital Outreach Coordinator, you will be tasked to create and maintain a strong online presence for our community-led charity organisation. To increase website traffic, community engagement, online presence, and interaction with our beneficiaries.

With the development of the original content, to suggest creative ways to attract more interest and to encourage intergenerational communication streams i.e. online services and activities. We require the necessary support to implement online promotion through our social media and website

### Application process

**Closing Date for CV and a covering letter:** 28/09/2020

**Interviews week commencing:** 01/10/2020

**Immediate start required**

**Website:** [www.mildmaycommunitycentre.org.uk](http://www.mildmaycommunitycentre.org.uk)

**Email:** [mildmaycp@gmail.com](mailto:mildmaycp@gmail.com)

*We are committed to safeguarding and promoting the welfare of adults, children, and young people. As this post involves direct work with vulnerable groups an enhanced DBS check is required*

Patron: Councillor Joe Caluori for and on behalf of the Mildmay ward of the London Borough of Islington

Company Number: 5080555 Charity Number: 1103999

## Job description

The points below are the tasks that are associated with this role and gives the applicant an idea of the work involved. However, this is not an exhaustive list and the post-holder would be expected to demonstrate flexibility as no two days at the centre are the same.

### Overall purpose of role

- Conduct conversations and engage with Mildmay residents online
- Identify needs, resources, and gaps in provision of activities
- Promote activities to increase community involvement
- To provide first-hand insight on the current trends, needs and aspirations of the local community within Mildmay ward and surrounding areas.

## Person Specification

Requirements	Criteria
Social Media	Proven skills and experience of working on multiple social media platforms
Creativity	Ability to deliver creative content i.e. text, image, and video
Promotion	Familiarity and experience with online marketing channels. Excellent communication skills
Digital Technology	Ability to grasp current and future trends in digital technologies
Self-starter	You have a track record of taking the initiative and working proactively. Multitasking and analytical skills
Community minded	Care about communities and interested in learning more about the people and places in it.