



Volunteering Opportunity

Social Media and Communications Assistant

What You'll Do

Help promote Age UK Enfield's work by creating engaging content for social media and supporting our communications. You'll help us reach more older people, volunteers, and supporters through creative, informative posts and storytelling.

You will:

- Create social media posts using provided content or your own creative ideas
- Schedule and share posts across platforms like Instagram and Facebook
- Take photos or short videos at events
- Assist with newsletters, leaflets, and other communications
- Share insights or analytics to help improve our reach

Skills You'll Use or Develop

- Creativity and written communication skills
- Social media content creation and scheduling
- Basic digital design (e.g., using Canva – training can be provided)
- Attention to detail and tone of voice
- Awareness of inclusive and accessible communication

Time Commitment

2–4 hours per week (Flexible days)

Location: Age UK Office and some remote working

Reports to: Communications, Marketing & Volunteer Manager