

# Peace Partners

## Social Media Administrator - Role Description

### About Peace Partners:

Peace Partners is a small and dynamic volunteer-led charity that aims to bring together and work with individuals, groups and organisations who share our vision of a world where all people have access to sufficient clean water, nutritious food and personal peace. We support global humanitarian programmes primarily through our partner The Prem Rawat Foundation (TPRF) and its Food for People programmes. Our flagship project in the UK is the advocacy and support of TPRF's licenced and facilitated Peace Education Programme. This is a non-religious, non-political and non-sectarian, innovative course that has been adopted in over 80 countries which aims to help people discover their own inner strength and personal peace. The workshops have proven effective in a variety of settings including community centres, youth groups, schools, adult education programs, veterans' groups, healthcare settings, senior centres, homeless shelters, drug rehabilitation facilities, and correctional facilities.

### The Role:

This is a volunteer role, and you will join our team of talented and dedicated volunteers. We are looking for someone with an enthusiasm for a more peaceful world, who has both the time to commit and the relevant skills to assist the trustees and core team in developing better and more timely social media communications, maintaining all the platforms we use, while respecting matters of governance and compliance.

You will be supported and guided by a named trustee, and as we are spread across the UK and use virtual meetings and communications extensively, you will need to be self-motivated and able to work from home.

### What will you be doing?

Working with our core team of volunteers and trustees to:

- Prepare, organise, and schedule content for the various social media platforms we use - currently Facebook, Twitter, Instagram, and LinkedIn
- Administer Peace Partners' social media accounts, and provide reporting feedback information as required
- Lead the development of social media communications, providing content suggestions, and help prepare content plans aligned to Peace Partners' strategic objectives
- Ensure all social media posts conform to governance and compliance requirements
- Advise on any technical issues arising in the effective deployment of social media platforms

**What are we looking for:**

- Enjoy working as part of a team
- Available to attend monthly meetings
- Experience in social media administration, especially Facebook and Twitter
- A good communicator
- At least 3 hours a week available to dedicate to this role
- Well organised
- Confident and willing to take responsibility
- Comfortable and competent (or willing to learn) in using technology for remote working, including Google apps, Zoom, Slack, Trello
- Reliable and able to commit to this role (minimum 1 year)

**What is in it for the volunteer?**

You will play a central role in advancing the work of Peace Partners. You will be helping to support global humanitarian work, peace initiatives in the UK and enabling more people in the UK discover their own inner resources for personal peace.

You will be part of a dynamic and dedicated team of volunteers who support each other and share the same aspiration for peace.

If you would like to know more about this role please check out our website: [www.peacepartners.co.uk](http://www.peacepartners.co.uk) and then contact: [info@peacepartners.co.uk](mailto:info@peacepartners.co.uk).