

The Detectives (ACE Funded)

Volunteer Role profile

Social Media volunteer

Purpose of role:

To regularly update and maintain the Conan Doyle Collection Twitter, Instagram and Facebook pages with current events or activities and other information. To promote the Conan Doyle Collection wherever and whenever possible.

Location:

Basement, Central Library/Work from home.

Tasks involved:

- Updating the Conan Doyle Collection Twitter, Instagram and Facebook page with events, activities and other information.
- To be involved in and implementing and marketing the Conan Doyle Collection & The Detectives project

Time commitment:

To regularly commit for a minimum of 2 hours, once or twice a week to come in and update the relevant information.

What we need from you:

- To have good verbal and written communication skills
- To be motivated and able to work autonomously when required
- An experience/awareness of marketing and publicity
- To have good general IT skills
- Knowledge of Twitter, Instagram and Facebook
- An understanding of online security and safeguarding issues (potentially communicating with children and young people online)
- Interest in Conan Doyle and his links to Portsmouth

What training will we provide?

- Induction to all social media sites used
- Training on new systems when implemented
- Training from staff when necessary (Education and Learning Officer & Senior Archivist)

What will you gain in return?

- How to update social media sites
- Contributing to the preservation of Portsmouth's heritage
- Experience of working as part of a large team, all working towards the same goal.
- Opportunity to be involved with the exciting Conan Doyle Collection
- Experience in marketing the Conan Doyle Collection worldwide

Please contact the responsible staff members:

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