



## **London Churches Refugee Fund Volunteer Role Description (optionally Trustee) Social Media Officer**

### **The London Churches Refugee Fund**

The London Churches Refugee Fund (LCRF) is a charity set up in response to the needs of organisations meeting together at the London Churches Refugee Network (LCRN), mostly church-based drop-in centres and other front-line agencies working with migrants in the capital.

We launched at Westminster Abbey in June 2007, to raise money to give small grants to organisations assisting asylum-seekers. Our funds are restricted to London-based projects helping those who are destitute. We gave our first grants in October 2007 and up to 2018 have distributed some £200,000 in total, raised from individual donors and churches. Typical uses of our grants by the agencies we support are to pay for travel cards, mobile phone top-ups, hygiene items or food for their clients. In 2017 we had income of £32,000 and we made grants of almost £34,000.

We also provide information on refugee issues through our website and social media, and run an annual speaker meeting, but we are not a campaigning organisation.

### **LCRF Governance and Management**

We currently have six trustees, including our Chair, Revd Chris Brice, plus an honorary treasurer. LCRF employs no staff and currently has no other voluntary assistance so the trustees have to be hands-on and do whatever is needed to run the charity. This includes fundraising, grant-making, organising events and speaking occasionally to churches or other organisations.

Applications for grants continue to increase and we need to grow to meet this demand. Much more could be done if we had additional hands to help with the work! We are therefore looking for volunteers to assist in specific areas of activity: it is not essential that they also act as Trustees, although that option exists for the right individual(s). If that is not the case, the volunteer will report to the trustees and be assigned one trustee as their line manager.

### **Responsibilities of the role of Social Media Officer**

- I. The key aim of the role is to help expand the engagement of individuals, churches and other organisations with LCRF by providing frequent news and other updates via social media platforms

2. Manage and develop LCRF's existing Facebook and Twitter accounts. Other media may be developed with the agreement of the Trustees.
3. Expand the provision of content through social media with priority given to:
  - a. News about LCRF and its activities, including fundraising appeals
  - b. Sharing/retweeting news from charities active in the sector in the UK
  - c. Other updates of potential interest to supporters
4. Recruit new supporters (individual or organisational) for LCRF by encouraging visits to the website, sign-up to the mailing list, etc
5. There is an opportunity for the officer also to become a trustee of LCRF but this is not necessarily part of the role. If not, the volunteer should be willing to attend trustee meetings on an occasional basis (1-2 times per year) as a non-voting participant.

**We are seeking someone who has the following:**

- Active engagement or a willingness to develop an interest in the relief of destitution among refugees and asylum seekers in London
- Excellent written English
- Experience of writing for social media and of developing social media traffic
- Ability to work collaboratively and flexibly
- Ability to work unsupervised to a very high standard, sufficient to be trusted with publishing content in the name of LCRF without prior approval by others
- Good computer skills

**Personal qualities**

- A practising Christian, committed to working out your faith through community engagement
- Awareness of, and sensitivity to, issues of equality, diversity and inclusion
- Professional and positive approach, with a commitment to continued learning

**Terms of Appointment**

- We have no office and the role is home based
- Voluntary role, no fixed term. Appointment may be terminated by either party at any time
- While there is no minimum or maximum hours specification, to exploit significantly the opportunities of social media will involve a regular (near-daily) commitment of at least 15 minutes.

**Expenses**

The officer must provide his/her own computer equipment but minor expenses may be refundable. Travel to meetings within London will be refunded.

## **How to apply**

To apply for this role, please send a CV with covering letter to [info@help4refugees.co.uk](mailto:info@help4refugees.co.uk).

Closing date for applications: Friday 1<sup>st</sup> Mar 2019

For more information about the charity, see [www.help4refugees.co.uk](http://www.help4refugees.co.uk)