

Volunteer Role Description

We hope that all North Richmond Community Health (NRCH) volunteers will help us work towards improving the health of our community through a shared vision and values.

NRCH Mission:

Building healthy communities by making healthcare more accessible and culturally relevant

NRCH Vision:

Healthcare that builds community

NRCH Values:

Innovation, embracing diversity, equity of access, organizational learning, respect for others, openness, connectedness with our community

Volunteer Role Title	Social Media Communications Volunteer
Reports to: (position and name)	Steve Lim
Hours: (day, shift duration, frequency)	TBC
Location:	Onsite – minimum once a fortnight From home – weekly
Purpose of the role:	Your role will contribute to the NRCH Strategic Objectives, specifically by: 1. Increase awareness of Café and Cultural Catering through our Social Media channels 2. Telling stories that contribute to building social and economic opportunities with our community Success in our programs will lead to the training and professional development of individuals in the local communities in hospitality jobs
Duties:	1. Create engaging text, image and video content – about our business, products or services. 2. Be part of the brainstorming and creation of engaging social media stories.

	<p>3. Provide input on optimal posting schedule and ways to attract prospective customers for the café or catering social enterprise.</p> <p>4. Take photos for use on our social media, using existing guidelines and policies</p>
Selection Criteria - Essential	Uses or have used Facebook and/or Instagram for private or business purposes.
Selection Criteria - Desirable	Further education/ Tertiary education in social media, media or design.

Conditions of appointment:

- Clear National Police Check
- Current Working with Children Check
- When required, clear International Police Check
- Commitment to comply with NRCH policies and procedures, Code of Conduct
- Evidence of COVID-19 Vaccination status

This is a volunteer role and does not mean the successful candidate will be offered a paid position

I have read and agree to undertake the duties and conditions of this volunteer role description.

Print Name:

Signature:

Date: