Location: Remote

Salary: Agreed expenses only

Job Description

**Stonewall Housing**

Since we were established in 1983, we’ve helped tens of thousands of lesbian, gay, bisexual and transgender (LGBT+) people to find safe and secure homes. Every day, we continue to do this by:

●Providing supported housing to over 40 young LGBT+ people;

●Delivering a free, confidential housing advice helpline to LGBT+ people of all ages;

●Holding drop-in housing advice surgeries for LGBT+ people;

●Delivering specialist and awareness training for social housing staff and tenants;

●Providing consultancy and information to other agencies about LGBT+ housing issues

●Providing support services to individuals and other agencies on a sub-contract basis;

●Lobbying and campaigning for the housing rights of LGBT+ people.

Our values

A set of seven values underpins our work, and our organisation:

●Challenging discrimination

●Listening actively

●Raising voice

●Pioneering approaches

●Recognising diversity

●Working together

●Delivering value

About the post

We’re looking for someone enthusiastic who’s interested in LGBT+ inclusion and/or housing, has good digital (especially social media) skills, and is seeking an opportunity to build experience of demonstrating those skills in a professional setting.

You’ll be responsible for overseeing our social media content (Twitter, Instagram and Facebook) and identifying possible opportunities to expand our presence. You’ll be supporting our new Fundraising Strategy and communications approach, and will have the opportunity to write and deliver a new Social Media strategy across the organisation. You’ll need to work smartly, managing your time carefully, and working closely with the staff team and board of trustees.

This internship is a fantastic opportunity to demonstrate soft workplace skills -including time management, team working and strategic thinking -that will help set you up for the next steps in your career.

Commitments

Hours to be agreed with the Fundraising and Initiatives Manager. (Approx 3 – 5 hours per week)

All volunteers are subject to an enhanced DBS certificate.

This position will require a dedicated commitment of 6 months to be reviewed every 3 months.

Key responsibilities

You’ll be responsible for:

●Creating and posting content across all Stonewall Housing social media (Facebook, Twitter, Instagram) to promote the work of the organisation

●Increasing Stonewall Housing’s online presence and engagement with our content, including by interacting with our stakeholders and supporters across social media

●Leading the day-to-day running of digital engagement channels across web and social media, working closely with the staff team and board of trustees.

There will also be opportunities for you to:

●Create a Social Media Strategy for Stonewall Housing, supporting our Fundraising Strategy and communications approach

●Advise on ways to embed social media across Stonewall Housing’s work

●Identify opportunities for social media campaigns and activity.

●Explore potential community-based initiatives, such as social media takeover events and forging links with community partners’ networks.

Qualifications

There are no mandatory qualifications for this role, however it would be advantageous if you have examples of social media platforms that you have managed.

Person specification

Candidates for the post should have a number of key skills and abilities:

●Experience planning and developing content for social media to meet specific objectives

●Good communications skills including the ability to write proof and edit across a range of digital channels for different audiences

●Strong interpersonal skills, with the ability to handle challenging situations confidently and professionally while upholding principles of equality, diversity and inclusion

●Good organisational and planning skills with the ability to take initiative in prioritising key tasks

●Sound decision-making skills and the ability to identify and resolve problems with minimal supervision

●A passion for social media, digital communications and online engagement, and/or a demonstrable interest in LGBT+ equality and housing.

How to apply:

Please send your CV and an A4 expression of interest letter to [Fundraising@stonewallhousing.org](mailto:Fundraising@stonewallhousing.org) outlining your skills and why you would be suitable for this position.