

Volunteer Role Profile

Volunteer Role: Social Media Manager

Volunteer reports to: Church secretary. Part of the communications team

Why we want you

- Social media is an important way for Four Oaks Baptist Church to connect with our church family, reach our local community, and share what God is doing among us.
- We want someone who can help us communicate clearly, positively, and consistently online, using social media to reflect our values and welcome others to explore faith and church life.

What you will be doing

- Managing and updating the church's social media platforms (such as Facebook, Instagram, or others as agreed).
- Creating and posting engaging, appropriate content, including service information, events, notices, celebrations, and key messages.
- Working with church leaders and ministry teams to plan and share content in a timely way.
- Responding appropriately to comments or messages, or passing them on to the relevant person when needed.
- Helping ensure all posts are consistent with the church's tone, values, and safeguarding guidance.
- Following the direction of your Team Leader.
- Operating within the values of Four Oaks Baptist Church, reflecting Christ in all you do within your role.

The qualities and skills you need

- Confidence using social media platforms and an understanding of how they work (training and guidance can be provided).
- Creativity and a good sense of how to communicate clearly and positively.
- Good judgement, discretion, and an awareness of appropriate online behaviour.
- The ability to work independently while also being part of a wider team.
- The ability to manage tasks independently and meet agreed timescales.
- A willingness to communicate with others and work as part of a wider team.

What's in it for you

- An opportunity to serve God by helping share the life, mission, and message of the church with others.
- The chance to develop skills in digital communication, creativity, and planning.
- Flexible volunteering that can usually be done at times that suit you.
- Support, guidance, and prayer from your Team Leader and the church community.
- The encouragement of knowing you are helping people feel connected, informed, and welcomed through our online presence.