

Social Media Assistant JOB DESCRIPTION

Job Title

Social Media Assistant

Location

Brixton

Reports to

Brixton BID Marketing & Communication Lead / Brixton Project Design & Digital Manager

Context

A freelance opportunity for a job share of 20 hours per week between [Brixton BID](#) (equivalent to 1 day a week) and [The Brixton Project](#) (equivalent to 1.5 day a week).

Brixton BID

The Brixton BID is a membership organisation first voted in by local businesses on the 1st January 2014. The BID delivers a number of initiatives to benefit the local business community under the main themes: Enhanced Environment, Safer Day & Night, Better Business and Distinctive Destination. We want to shout about Brixton!

The Brixton Project

Creativity lies at the very heart of our community: how we live, work, play, learn, grow and interact. And we believe it makes the world a better place for all of us, regardless of who we are or how we live; the relative success we enjoy or the challenges we face. Art, music, drama, literature, architecture, craft, food, dance and design have the capacity to unite and delight at every level of society, every stage of our lives.

The role

We are looking for a dynamic and self-motivated Social Media Assistant for a job share role between two Brixton-based organisations. The role will support the Digital Marketing and Communication function of Brixton BID and The Brixton Project, joining our small but dynamic teams.

The Social Media Assistant will be responsible for our profiles (both business and project specific) across Instagram, Facebook, Twitter and LinkedIn. The individual will be tasked with increasing engagement, writing copy and programming content into our social media scheduler. At times there may be need for research or direct contact with clients to collect information to share.

Skills

Essential:

- Proven experience as a Social Media Assistant or similar role
- Experience in using social media strategies to deliver campaigns
- Solid organisational skills, including multitasking and time-management
- Excellent communication skills written and verbal
- High standard of written English
- Knowledge of different social media platforms – specifically Instagram, Facebook, Twitter and LinkedIn

Desirable:

- Hands-on experience with social media scheduling tools (e.g. Planoly or Hootsuite)
- Knowledge of Brixton / London community
- Experience creating dynamic social media posts
- Knowledge of social media marketing
- Experience of growing social media following through engagement
- Some Adobe suite skills

Terms & Conditions

This position would be considered a time share between Brixton BID and The Brixton Project. Candidates would be able to make use of a personal desk at The Brixton Project for their own freelance work outside of the contracted hours outlined below. In addition to company work, both companies have client's social media/comms campaigns that require social media support and more. As and when required, we will be able to provide more freelance work on these projects.

Salary: £88 - £100 a day dependant on experience

Position: Part Time, equivalent to 2.5 day per week (8 hours per week Brixton BID – 12 hours per week The Brixton Project) – our office hours are 9.00am to 5.30pm (plus occasional evening and weekend working). Ideally this position would suit someone who could work shorter hours across the week.

To apply please send a CV and cover letter to jessica.dyer@brixtonbid.co.uk

Deadline: 5pm on 11th October 2021