



Forces Online CIO

Unit 5, Workshed Carriage Works
London Street, Swindon
Wiltshire, SN1 5DG.

Telephone: 0300 300 2288

Registered Charity: 1188955 (England & Wales) SC050678 (Scotland)



Social Media Admins

Working from home Locations UK Nationwide

Forces Online is a small nationwide cross-border charity set up to help our nation's military Veterans their families and dependents in times of hardship and need.

We offer you a fantastic opportunity to help identify local opportunities to engage with our national social media community and to network with supporters. As a social media admin, you will work with our social media platforms as a moderator, keeping an eye on the platforms you have decided to work with which include Facebook, Twitter, Linked-In, Instagram and You-Tube and any other platforms added. We are looking for normal moderators who can develop their skills and demonstrate leadership qualities for further development within the charity.

About the Role

Our Social Media Admins look after each of our social media platforms and moderate posts, engage with direct messages or posts relating to support and add any validated memberships to the platforms. The positions are part of the Web/HQ department which is managed by our Founder. Initially you will be provided with an ID, email & in some cases a DBS. Full training and expenses will be provided. Ideally you will have connections through the armed forces community, either having served, a family member or supporter of the armed forces. The information and tech support will be provided by WebHQ which is our own IT department. Opportunities to develop further in the organisation will be available for the right people.

What you are doing

- You will agree the platforms you will be responsible for.
- The hours are various which means you work as much or little as you like.
- You will moderate posts to ensure they comply with the Charities policies.

- You will check new member applications and process people into the platforms.
- Our senior moderators will be responsible for team management.
- You will sign-post any identified welfare issues to our Welfare Support team and make use of our information provider for general enquiries i.e. <https://www.veteransdirectory.org.uk>

This roll will suit you if you:

- Are friendly, confident, and trustworthy.
- Enjoy speaking to people from the armed forces community.
- Enjoy banter with other veterans.
- Want to make a difference to supporting veterans and their families.
- Live anywhere in the United Kingdom.
- Have online access.

What you can expect from us:

- We will make you feel welcome, included, and respected.
- You'll have a role manager who will support you throughout your journey with us.
- Out of pocket expenses agreed before you start in line with our policy.
- We'll keep you up to date with relevant policies, procedures and training that apply to your role.
- You'll have access to learning, development, and engagement opportunities for volunteers.

When you can volunteer

You can volunteer:

When	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mornings	√	√	√	√	√	√	√
Afternoon	√	√	√	√	√	√	√
Evenings	√	√	√	√	√	√	√

Requirements

- References needed.
- Age restrictions apply.

What we need from you:

To ensure the safety and security of working with vulnerable people:

- One reference and proof of identity.
- Essential learning to be complete before starting in your role will take about 1 day.
- You will be home based.
- Mobile Phone for keeping in touch and safety.
- Agree to and sign our confidentiality Agreement.

To apply or find out more:

We have a brief application form and once it is completed and sent a member of the team will be in touch to discuss and process your application [HERE](#)

You can find out more about the position of volunteer tin collector by emailing administration@forcesonline.org.uk and leave you phone number or call 0300 300 2288. Further information is available via our [VirtualHub](#) between 10am and 4pm Monday to Friday.