

SERVICES FOR INDEPENDENT LIVING

JOB DESCRIPTION

Job Title

Administrator & Social Media Support – Men’s Mental Health Group

Reports to

HMMH Group Coordinator

Location

Primarily **home-based** with occasional local attendance for meetings or events if required

Hours

3.5 hours per week (flexible – spread across the week by agreement)

Salary

£ 14.52 per hour

Organisation

Services for Independent Living (SIL) is a charity set up over 25 years ago with a mission to offer high quality care and to support individuals in local communities. We provide services that enable individuals to lead an independent life within their own home and surrounding areas. Our vision is, to enable individuals to exercise choice and control, to live independent lives, and to actively participate in society.

Purpose of the Role

To provide **practical administrative support and social media management** to help a local men’s mental health group run smoothly, increase awareness and membership, and communicate clearly with members and the wider community. Draft reports for Services For Independent Living’s (SIL) Chief Executive/Board of Trustees.

The post will liaise with SIL’s Social Media Coordinator and Head of Marketing, where appropriate, to maximise reach and impact.

Key Responsibilities

Administration

- Maintain basic records, attendance lists and contact details
- Send reminders and updates to group members
- Prepare simple notes or summaries when required
- Draft a monthly report for the SIL Chief Executive

Social Media & Content

- Manage agreed social media accounts (e.g. Facebook, Instagram)
- Create and schedule simple, positive content such as:
 - Session reminders
 - Wellbeing messages
 - Awareness posts and campaigns
 - Community updates
- Respond appropriately to comments and messages, in line with guidance
- Ensure content reflects the SIL's values and maintains appropriate boundaries

Promotion & Engagement

- Help produce simple posters, flyers or digital graphics
- Support promotion of the group locally and online
- Help increase reach and engagement, particularly with men who may be isolated

What We're Looking For

Essential

- Excellent organisational and admin skills
- Confidence using social media platforms
- Clear, friendly written communication
- Ability to work independently and manage small workloads
- Understanding of confidentiality, boundaries and data protection

Desirable

- Experience with social media content creation or marketing
- Basic graphic skills (e.g. Canva)
- Experience in community, voluntary or wellbeing settings
- An understanding of men's mental health and wellbeing issues