

# Social Media Associate



# Application Pack

## **About us**

Survivors Voices is an abuse survivor-led organisation engage in research, peer support and activism. We facilitate peer support groups, including dedicated communities for survivor researchers and writers. We undertake research, and support lived experience involvement and good practice in other research projects. We provide training and consultancy around survivor engagement and survivor voice. We create and publish resources for survivors and practitioners. We work with adult survivors of all kinds of abuse. You can read more about us on our [website](#) and in the information below.

## **About this project**

We specialise in supporting the full participation of people with lived experience in research. This includes a Linking Service, where researchers who meet our good practice criteria, can use our service to support recruitment of abuse survivors to participate in their research project. We recruit by posting details on our website, on social media and sending out via our mailings, which reach 200+ people.

The work is overseen by Susanna Alyce, who leads our Survivor Researcher Community. As the work expands, we need a social media associate to help us create and disseminate information about these research opportunities. We also welcome assistance to develop our social media strategy and profile. At times we will also ask for help to communicate other project opportunities to our networks.

## **About the role**

This is a freelance role, with occasional work that may scale up and down. Each research listing will be 1 hour of work creating and posting messages on social media. We anticipate 1 to 4 listings per month, but cannot guarantee a minimum amount of work. We expect that the role will generate more work and so there is potential for the hours to increase.

Induction, training and support will be provided by Survivors Voices and the research team. Peer support and development is also offered through our regular peer groups and occasional team session.

Under the supervision of Susanna, your role will have two main responsibilities:

- Creating and sharing engaging social media posts to advertise research opportunities
- Helping to increase our social media presence and reach more survivors interested in taking part in research.

Additionally, our Director Jane Chevous will offer occasional work:

- Advice and assistance in developing our social media strategy
- Creating and sharing social media posts with other opportunities and news

- Helping to write content, update and improve our website
- Helping to create and upload content in our newsletters.

We are seeking funding to develop this role, linked with our plans to revamp our website and launch Survivors Voices Press, our publishing arm. You will be invited to be involved in shaping these plans, which we hope will lead to more regular work.

You will be paid at £25 per hour by monthly invoice, with an an initial 2 hours induction and training.

### **How to Apply**

Further information about the role and how to apply are below. There is an application form to complete and return, along with a CV. Shortlisted applicants will be invited to meet online with Jane Chevous and Susanna Alyce Video applications that provide the same information are also welcome.

If you have any questions, would like help with your application, or an informal discussion about the role, please contact Jane [jane@survivorsvoices.org](mailto:jane@survivorsvoices.org).

# Role Description and Person Specification

**Role title:** Social Media Associate  
**Responsible to:** Survivors Voices  
**Work-base:** Home based

## About Survivors Voices

- Survivors Voices is a survivor-led organisation that turns the pain of abuse into the power to transform trauma
- We are part of a Community Interest Company, registered as Reshapers CIC. This means our aim is to improve the lives of the communities we work with and any profits we make must be used to benefit the community
- See our [website](#) for more information about who we are, what we do and how we work.

## About the role

This is a freelance role with the Survivors Voices project. It is not an offer of employment.

**Purpose:** the purpose of the role is to provide assistance with our social media content and communications with our followers.

Survivors Voices will provide support with good practice, and access to training and supervision. All expenses are paid and free training supplied.

## Key responsibilities

Your main responsibilities include:

- Creating and sharing engaging social media posts to advertise research opportunities
- Helping to increase our social media presence and reach more survivors interested in taking part in research.

Additionally, there will be occasional requests to:

- Provide advice and assistance in developing our social media strategy
- Create and share social media posts with other opportunities and news
- Help to write content, update and improve our website
- Help to create and upload content in our newsletters.

You will be expected to:

- work responsibly and safely according to the policies and guidance provided by Reshapers and Survivors Voices
- take part in required initial training, and regular peer supervision, team meetings and occasional further training for your role (which may be virtual)
- provide references and a current DBS check as required.

## Survivors Voices Responsibilities

We will support you in your role by:

- providing a named contact for supervision and support
- providing relevant training, resources and peer support
- involving you in decisions that affect you and reviewing your role at least annually
- keeping you informed about the company and its activities, as a stakeholder.

### **Research Linking Service**

We are recruiting primarily for work with the research Linking Service, and cannot guarantee any minimum number of hours.

Other work, paid and unpaid, in our lived experience projects and community may also be available.

### **Skills and experience**

You have experience or a good understanding of abuse, violence and trauma

You have great communication skills and can create engaging social media content

You are skilled in using social media, especially Facebook, X and Instagram

You understand how to engage positively with an audience and communicate sensitive material safely and clearly

You can work to good practice standards with particular reference to GDPR and safeguarding responsibilities

You can work to the principles of our Survivors Charter

You share our passion to ensure the voice of people with lived experience is heard and impacts research, policy and practice.

A professional background and training in communications and social media is welcome, but not essential.

Applications from people with lived experience of abuse and trauma are especially welcome.

### **Terms and Conditions**

**Rate:** £25 per hour paid on monthly invoice. Initially 3 hours work for induction and training, then on demand.

### **Expenses**

As a freelancer, you will be covered by our Public and Employer Liability insurance. We will reimburse travel expenses for meetings or training you attend if agreed in advance with your designated contact. If UK based, you are responsible for any requirements to register and pay income tax or national insurance, and must have permission to work in the UK.

Jane Chevous

Director Reshapers CIC, January 2024

**Post Name: Freelance Social Media Associate**

Please complete all the sections below. We ask all freelancers to complete this so our team is a safe, enjoyable and rewarding place to work. You are welcome to submit some or all of the information by video or voice recording instead, if you wish.

**About you**

<b>Full name, including title</b>	
<b>Date of birth</b>	
<b>Address line 1</b>	
<b>Address line 2</b>	
<b>Town/City</b>	
<b>County</b>	
<b>Post code (essential)</b>	
<b>Email</b>	
<b>Mobile phone</b>	
<b>Daytime phone</b>	
<b>Nationality</b>	
<b>Citizenship status</b> <i>(we may need to confirm that you have the right to work in the UK)</i>	

**Working with us**

*Please provide details of your experience in relation to the role you are interested in, so we can ensure you are in the best role and have the right support.*

*For safeguarding purposes, we require every worker to provide a CV with complete job history. Please attach your CV to your application. We can provide a blank CV template if you need one.*

<b>Experience:</b> <i>(please summarise the experience you bring to the role you are interested in. It may be from your work, voluntary roles or your life experience.)</i>	
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<b>Qualifications and Training</b> <i>(Please list any recent training and qualifications relevant for the role you are applying for. e.g. Safeguarding training.)</i>	
<b>Why do you want to work with us?</b>	

**References**

*Please provide contact details of two referees, normally your current employer/tutor or a character reference. We will contact them (by email if possible) to fulfil our safeguarding responsibilities, if we offer you a post.*

Name	
Organisation	
Position	
Relationship to you	
Address	
Email	
Phone number	

Name	
Organisation	
Position	
Relationship to you	
Address	
Email	
Phone number	

**Support**

**Do you have a disability or impairment? This includes a physical or mental health condition or learning disability can affect your normal day-to-day activities.**

**Yes  No  Are you registered disabled? Yes  No**

If you have answered Yes to either question please provide details of any reasonable adjustments you may need us to make or other ways that we can help you to get the best from your work with us.

**Disclosure and Barring Service (DBS) Checks**

If your role will include any unsupervised contact with children, young people or regulated activities with adults we will ask you to consent to the relevant Disclosure check by the Criminal Records Bureau. This is to ensure we safeguard everyone we work with. You do not have to consent to these checks being carried out, but if you don't consent we may change or end your role with us.

**Data protection and Confidentiality**

The information that you provide on this form and that we receive from your referee will be used to complete your appointment and ensure our practice is safe. Information will be shared confidentially only with your named supervisor and the Directors as required. We will keep your details securely and confidentially, according to Data Protection and Privacy legislation and will not pass information on without your permission. The only exceptions to this are if information you disclose to us leads us to suspect that anyone is at risk of significant harm, when our safeguarding procedures will apply; or if required by law for example to prevent or detect a criminal act. Please see the Staff Handbook for further information.

**Declaration**

Please sign below to confirm that your information is correct and that you are happy for us to use and keep your details for appointment and safeguarding purposes.

***I declare that, to the best of my knowledge, the information given on this form is correct. I understand that providing misleading or false information may disqualify me from appointment or end my role with Reshapers.***

***I give my permission for Reshapers to keep my details for appointment and safeguarding purposes. I understand information will be held confidentially, except where safeguarding or legal procedures apply.***

**Signed:**

**Date:**

**Please return this form to [jane@survivorsvoices.org](mailto:jane@survivorsvoices.org) marked CONFIDENTIAL**



# About Survivors Voices



## Who we are

**Survivors Voices** is an abuse survivor-led organisation that turns the pain of abuse into power to improve responses to trauma. We work with survivors of all types of abuse.

We are part of Reshapers CIC, a non-profit organisation. Our work is undertaken by an experienced network of volunteers and freelancers from a variety of backgrounds. We are all 'experts by experience'.

## What we do

We run **peer support** groups and **creative healing retreats** for survivors, and **peer networks** for survivor researchers, writers, activists and those in faith settings.

We **educate** about abuse and trauma-informed practice. We can speak at your event or run training or workshops.

We **research** survivor experience of abuse, safeguarding, help-seeking and recovery. We can help you to engage well with survivors in your research project.

We promote **dialogue** and **change** through activism, such as **LOUDfence**.

We **publish** research and resources for survivors and those who work with them.

We work anywhere to engage and amplify the **voice of survivors**. If you are a survivor who needs support or wants to be heard, a professional or service who wants to listen, or an ally who wants to support us, we want to hear from you. [connect@survivorsvoices.org](mailto:connect@survivorsvoices.org)

## Connect with us

Sign up to our newsletter and learn more about us and our work on our website

[www.survivorsvoices.org](http://www.survivorsvoices.org)

Facebook <http://www.facebook.com/survivorsvoicesuk/>

Twitter <https://twitter.com/voiceofsurvivor>