The Hautbois committee

**Information & Application Pack**

Girlguiding Anglia Inspire

Volunteer Role – TikTok Content Creator

(Region Level Social Media Content Creation Role)

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| **Girlguiding Anglia Inspire Opportunities Application Pack** |

**Calling all creatives and budding content creators! Girlguiding Anglia Inspire are looking for Inspire and Queen’s Guides to deliver content creation (planning, filming and editing video content) and idea generation for Girlguiding Anglia’s new TikTok platform.**

**The main objective for the role will be to produce (plan, film and edit) an agreed upon number of videos in line with Inspire pathways and themes identified by Girlguiding Anglia’s communications team to use on the region TikTok platform. The candidate(s) will be in charge of content creation over a two-month period, supported by Girlguiding Anglia’s communications team and Inspire Lead Volunteers.**

**By supporting this project, you will have the opportunity to use your skills to support a key region initiative. You will gain experience in social media management and content creation for a region-level public-facing social media platform and make positive contributions to the overall offer we deliver to the leaders and girls who get involved. This experience aligns with Element 4.**

**Role information**

**Who are we looking for:**

We are looking for members of the Anglia Inspire community to apply for:

* TikTok Content Creators (multiple roles – ongoing opportunity – two-month projects)

**What the role will entail:**

The roles and responsibilities will vary according to your confirmed position within the team. Role descriptions will be sent as an attachment alongside any requested application packs.

The overall aim for the successful candidates will be to:

* Support the region’s growth of new social media tool, TikTok
* To have a leading role in content creation for TikTok
* Make use of data and insight to inform content and delivery of region messaging
* Produce content that will encourage engagement
* Input ideas into a project timeline and action plan
* Keep to deadlines identified in the content plan and project timeline for filming of content and submission of completed content to Anglia region comms team
* To work alongside a region mentor and the region office team to ensure the project remains viable and free from risk (inc reputational and financial)
* To deliver a successful project, where aims and objectives are met
* To assist in any evaluation to identify the success of the project, as required

**What we will do for you:**

The region office team and a region volunteer mentors will provide a full induction to your role and discuss with you the expectations. We hope you will gain some great project experience, new social media management and content creation skills, and a valuable experience to take away that will benefit you in your future careers.

We also hope you will make new friendships and connect with members of the region you would not otherwise have had the opportunity to.

We will cover any agreed expenses you incur whilst you are working on this project.

This is a great opportunity to add to your CV, it will be of benefit if you:

* want to enhance your skills in readiness to enter or re-enter employment
* want to broaden your experience, particularly within the charities sector and social media management industry
* are studying for a qualification within the marketing and communications sector or wish to do so in the future
* would like to increase your skills and experience in any of the project role areas within guiding at a regional level

**What’s my commitment?**

You will be expected to take part in all relevant project team calls or face to face meetings. The frequency of these will be discussed by the team once in post. Additional communications will be handled via email – which the expectation that requests/communications are acknowledged in a timely manner by all parties.

You will be expected to complete all tasks assigned to you within the specified agreed timeframes.

All written work (if any is required) must fit within the Girlguiding editorial guidelines (guidance will be provided by the region communications officer as necessary).

**How do I apply?**

If this role is of interest to you and you would like to be considered for a place on this working group, please complete the application form and ask your local commissioner to write in support of your application.

Please return the completed forms by **midnight on Sunday 18th April 2021** to the details on the application form ([commsteam@girlguiding-anglia.org.uk](mailto:commsteam@girlguiding-anglia.org.uk)).

**What happens next?**

Once all nominations have been received one of Anglia’s Inspire Coordinators will contact you to discuss your application and the outcome or next steps.

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| **Application Form**  Girlguiding Anglia Inspire Opportunities |

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| **Full Name** |  |
| **Girlguiding Membership No:** |  |
| **Telephone number(s)**  **(indicate which is best to contact you on and when):** | Home: |
| Mobile: |
| **E-mail address:** |  |
| **Current role(s) within Girlguiding:** |  |

Please provide a personal statement detailing what you feel you could contribute to the role for which you are nominating yourself.

Your statement should be no more than 750 words in total and should cover:

* the skills you possess
* your guiding experience and how this will assist you in this role
* other experiences outside of guiding (professional or voluntary) and how these would help you to fulfil this role
* why you would like to apply for this role

(Use an additional sheet as required).

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| **Application Form**  **Girlguiding Anglia Inspire 2021** |

**Please complete the checklist below, and sign and date this form.**

**If you are completing the form electronically, please type your name in the signature box.**

**The deadline for applications is midnight on Sunday 18th April 2021**

All completed applications must be returned by e-mail:

FAO: Bonnie Dillaway / Hayley Musson

Email: [commsteam@girlguiding-anglia.org.uk](mailto:commsteam@girlguiding-anglia.org.uk)

If you have any questions please contact Hayley Musson, Communications Officer, Girlguiding Anglia via [commsteam@girlguiding-anglia.org.uk](mailto:bonnied@girlguiding-anglia.org.uk)

**Checklist & declaration**

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I understand I am applying to become a member of a Girlguiding Anglia Inspire project team and have understood the responsibilities that this entails.

I am aware that my personal information will be shared:

* With the Girlguiding Inspire project team.
* With the Anglia region office regarding administering the application process and supporting the successful applicant within the role.

I have passed the Supporting Statement form to my local Commissioner for completion.

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| **Signature:** |  |
| **Date:** |  |

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| **Applicant’s Name:** |  |
| **Applicant’s Girlguiding Membership No:** |  |

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| **Supporting Statement**  **Girlguiding Anglia Inspire Opportunities** |

Thank you for supporting this person’s application:

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| **Full name of person completing this form:** |  |
| **Girlguiding Membership No:** |  |
| **Girlguiding role(s):** |  |
| **Length of time you have known the applicant:** |  |

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| --- | --- |
| **Telephone number(s)**  **(indicate which is best to contact you on and when):** | Home: |
| Mobile: |
| **E-mail address:** |  |

Supporting Statement

Please tell us why you think the person nominating themselves would be suitable for the role (no more than 250 words):

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| **Supporting Statement**  Girlguiding Anglia Inspire Opportunities |

Supporting Statement (continued):

Please return your supporting statement directly to Girlguiding Anglia (as below), not via the person nominating themselves.

**The deadline for applications is midnight on Sunday 18th April 2021**

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Email: [commsteam@girlguiding-anglia.org.uk](mailto:commsteam@girlguiding-anglia.org.uk)

If you have any questions please contact Hayley Musson, Communications Officer, Girlguiding Anglia via [commsteam@girlguiding-anglia.org.uk](mailto:bonnied@girlguiding-anglia.org.uk)