



GET INTO HOUSING PLACEMENT CONFIRMATION FORM

PLACEMENT DETAILS

Housing Association Name	United Welsh
Department	Together Team
Line Manager	Joe Frampton
Placement Title	Digital Engagement Trainee
Placement Start month; March / April/ May/ June	Any placement start date
Brief of intended Duties	<p>This placement is for someone who is:</p> <ul style="list-style-type: none">• creative• can connect with our audience on social media• is passionate about supporting communities• likes people <p>Job purpose:</p> <p>To assist with the creation, growth and development of social media and digital engagement activities</p> <p>Specifically, the trainee will:</p> <ul style="list-style-type: none">• Support the development of a tenant online community, assisting with collection of good

	<p>news stories, engaging content and making regular posts on social media</p> <ul style="list-style-type: none"> • Increase the number of residents signed up to our online community • Assist with the development of digital engagement opportunities and activities for our tenants and support the development of engaging content around the matters that interest our tenants • Identify requests for service and follow up action identified through our developing social media channels <p>The ideal person will be committed to continuous improvement and work with positivity, compassion and flexibility.</p> <p>Location: Remote working with travel to meetings and events in South East Wales when required. There is currently limited access to our office in Caerphilly due to lockdown restrictions.</p>
--	---

PLACEMENT REQUIREMENTS & ACCESS

Requirements (Please circle or delete as relevant)	Access & Permissions (Please circle or delete as relevant)
Laptop	Open Housing
Mobile Phone	Access to specific files / drives
Lone Working Device	Share Point
PPE	Teams
Other: _____	Other: _____

Manager's Name:

Manager's Signature: