



**Job Title: Freelance Project Coordinator & Social Media Assistant**

**Location:** Remote/Flexible

**Contract Type:** Freelance

**Hours:** Flexible

**Salary:** To be discussed

**About Little Wings of Hope:**

At Little Wings of Hope, we are dedicated to supporting families as they navigate the profound challenges of loss. We provide thoughtfully planned getaways, tailored support packs, support groups, and a pregnancy after loss WhatsApp group to foster connection and hope. Thanks to the generosity of our supporters and partnerships, we deliver meaningful support to help families find moments of solace during difficult times. From organising peaceful escapes to building support networks and collaborating with other organisations to amplify our reach, our work is rooted in compassion and a commitment to making a difference.

**Role Overview:**

We are looking for a proactive, organised, and creative individual to assist in the day-to-day running of Little Wings of Hope. This freelance role will involve coordinating impactful projects, managing social media, and helping us expand our reach and partnerships to grow the charity's mission.

**Key Responsibilities:**

**Project Coordination:**

- Sourcing venues and coordinating logistics for future grief retreats.
- Overseeing event coordination on the day of retreats or other gatherings.
- Preparing and submitting applications for funding to support our initiatives.
- Family Support & Getaway Planning:
  - Responding to families seeking support with empathy and professionalism.

- Organizing meaningful getaways for families after loss, ensuring every detail helps create a memorable and healing experience.

### **Charity Growth & Partnerships:**

- Assisting in expanding our reach by building relationships with NHS partners and other charities.
- Showcasing our work to potential collaborators and stakeholders to highlight the impact of Little Wings of Hope.
- Contributing to collaborative projects with other charities to create impactful shared initiatives.

### **Social Media Management:**

- Developing and scheduling engaging social media posts to share our mission and connect with our audience.
- Engaging with our online community to increase visibility and support.
- Analysing social media performance and suggesting ways to enhance our outreach.

### **About You:**

#### **We're looking for someone who is:**

- Organised: A natural multitasker who can juggle multiple responsibilities and meet deadlines.
- Creative: Skilled at crafting compelling stories and designing visually appealing content.
- Proactive: A self-starter who takes initiative and thrives in a dynamic environment.
- Empathetic: Sensitive to the challenges faced by families after loss and passionate about helping them heal.
- Collaborative: Ready to work with our team and external partners to achieve shared goals.

### **Skills & Experience:**

- Experience in project coordination or event planning (freelance experience preferred).
- Proficiency in social media management, including creating and analysing content.
- Strong written and verbal communication skills.
- Familiarity with tools such as Canva, social media scheduling platforms, and project management software.

**What We Offer:**

- The opportunity to work remotely with flexible hours.
- A chance to make a meaningful difference in the lives of families.
- A supportive and passionate team committed to our mission.

**How to Apply:**

Please send your CV and provide the answers to the questions below. Email to [littlewingsofhopeuk@gmail.com](mailto:littlewingsofhopeuk@gmail.com). Applications will be reviewed on a rolling basis, so don't wait to apply!

1. Why do you want to work with Little Wings of Hope, and how do your skills and experience align with our mission?
2. Describe a project or event you've coordinated in the past. What were the challenges, and how did you overcome them?
3. How would you approach expanding our charity's reach through social media and partnerships with organizations like the NHS and other charities?

We're excited to welcome a compassionate and talented individual to help us grow Little Wings of Hope and make a lasting impact.