



Social Media Assistant [Scientifically Speaking]

Position: Social Media Assistant

Work Location: Hybride remote in London

Type: Contract

Hourly Rate: £12/hr

Number of hours per week: minimum 4 Hours

Start Date: As soon as possible

End Date: 08.06.2025

Probationary Period: 3 months

Responsibilities

- Create, schedule, and post content for
 - [Scientifically Speaking CEO](#)'s professional social media platforms namely Instagram, TikToK, Twitter/X, YouTube and LinkedIn.
 - [Scientifically Speaking](#) (LinkedIn, Instagram, Twitter/X) and [Monday Science](#) (LinkedIn, Instagram, TikTok and Twitter/X) social media platforms.
 - [Cocktails and Chess](#) social media platforms (Instagram and TikTok).
- Identify and organise collaborative opportunities on social media in line with social media strategy and focus.
- Monitor social media trends and audience feedback to refine strategies.
- Engage with followers, respond to comments and messages in a timely manner.
- Analyse social media metrics to track performance and suggest improvements.

Education

- GCSE or equivalent (preferred)

Experience

- Proven experience in social media management.
- Experience using social media management tools such as Mertricoool
- Excellent written and verbal communication skills.
- Proficiency in social media platforms (i.e. Instagram, TikTok, Twitter/X, YouTube and LinkedIn) and tools (e.g. Canva.).
- Strong organisational and multitasking abilities.
- Creative thinking and ability to generate engaging content.
- Knowledge of SEO and social media analytics.
- Ability to maintain confidentiality and discretion.



Application Task:

As part of the application process, we ask that you please create a mock-up post that would be either relevant to

- either [Scientifically Speaking](#) or [Monday Science](#) social media using details on our websites
- Or [Cocktails and Chess](#) social media using details via the Linktree

The post would ideally be no longer than 4 pages long, and contain visuals and content as appropriate.

You will use Canva to create the post.

We ask that you spend no more than 1 hour on creating this. Additionally, you must show evidence of leading a team.

How to Apply:

Interested candidates should upload their CV, cover letter, and examples of their social media work and the application task to <https://forms.gle/3UbnCLmLUKFjc1Eu6>