



More Facebook fundraisers. Less hassle.

Facebook Engagement Agent

Hours: 15 to 30 hours per week, flexible options available.

Contract: Rolling monthly freelance / self-employed basis.

Hourly rate: £10.50 per hour

Benefits:

- Flexible schedule
- Work remotely

About GivePanel:

Launched in early 2019, we are a FAST GROWING TECH START-UP and we are scaling at pace. Our vision is to be the #1 Global Social Fundraising platform for nonprofits. AND THE BEST BIT? We help our nonprofits to increase their fundraising, in turn supporting hundreds of amazing causes around the world.

Today the GivePanel team is spread throughout the UK, Europe, the USA and Asia and now we are looking to further develop our team by bringing in new Facebook Engagement Agents employed on a freelance/self-employed basis.

Role Objective:

To deliver the GivePanel product as a 'done for you' service to enhance customer engagement and results.

Key Responsibilities:

- To work within the GivePanel system to manually and individually post and track the appropriate engagement messages (e.g. thank you messages) to each fundraiser page.
- To identify and flag high-profile donors or high value fundraisers.
- To provide regular updates to the Managed Services Team on platform performance.
- To offer your insight into improving the platform for all customers.

And all other related duties as determined reasonable by the needs of the business.

Person Specification

- Must have an active personal Facebook page for a minimum of five years
- Possess your own laptop and sufficient wifi connection and up to date anti virus software.
- English at an idiomatic level.
- Living in the UK or EU.
- Previous experience in an administrative or data entry role. Beneficial but not essential.
- An excellent written communicator and team player.

- An incredible eye for detail, and consistency in delivering administrative tasks.
- Comfortable working to tight deadlines, and well-versed in working in a busy environment with multiple customers.
- Experience of working in a high growth business would be advantageous – as would experience of working in a not for profit or charitable organisation.

References required following a successful interview process.