

LinkedIn Specialist

About Careers Springboard

Careers Springboard is a registered charity providing free employment support to unemployed professionals, managers and graduates.

We are looking for an experienced **LinkedIn Specialist** to join our team.

What will you do?

You will provide specialist 1-to-1 LinkedIn guidance via Zoom.

You will help job seekers:

- Create and maintain a strong LinkedIn profile.
- Optimise their profile so recruiters and employers can find them.
- Improve their LinkedIn presence.
- Build and develop their professional network.
- Use LinkedIn search to identify employers, people, groups and pages.
- Use LinkedIn Jobs, including filters and alerts.
- Make LinkedIn a more effective part of their job search.

Some members will be new to LinkedIn, while others will want to improve an existing profile. Sessions normally last **up to 45 minutes**. There may be around one or two requests per week, depending on demand and availability.

A follow-up session may be agreed where appropriate.

What are we looking for?

You should have:

- At least **3 years' proven LinkedIn expertise and experience**.
- Thorough knowledge of LinkedIn.
- Experience helping others improve their LinkedIn profiles and use LinkedIn effectively.
- The ability to explain LinkedIn clearly to people with different levels of experience.
- Patience and commitment.
- Strong communication and interpersonal skills.

You must be based in the UK.

Make a difference

Some job seekers are nervous or unsure about using LinkedIn.

You will help them overcome those barriers, build confidence and use LinkedIn more effectively to increase their professional visibility, develop connections and identify employment opportunities.