

Social Media Co-ordinator Role Description

Overview of the Role

The Social Media Co-ordinator is responsible for raising the profile of the club and its activities through relevant social media platforms to increase participation at the club sessions.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Scheduling the social media posts across the club platforms for sessions, events, and opportunities - a social media plan will be agreed upon with meetings with the chair.
- Encouraging members to 'like' or 'follow' the channels
- Monitoring the platforms for abuse or negative comments
- Responding to enquiries or questions
- Update the platforms with regular news from other sources E.g Table Tennis England.
- Implementing the Table Tennis England social media guidelines

Skills and experiences needed for the role

- Good IT skills
- Good knowledge of social media
- Good written skills
- Reliable and trustworthy

Training and support available

Before starting in this role, you will receive training from Matt Porter who will go through the process with you. You will receive ongoing during the role

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 4 hours per week

Further Information

- This role does not require a DBS check