

# 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.

## What you will be doing

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

- Setting up the agreed social media platforms (e.g. Facebook, Twitter, Instagram) for the venue using the official logo and background information
- Encouraging members to 'like' or 'follow' you for news, competition and events updates
- Monitoring the platforms for abuse or negative comments
- Responding to enquiries or questions
- Update the platforms with regular news
- Implementing the LTA social media guidelines

## Skills and experiences needed for the role

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

## Training and support available

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

## Commitments

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

## Further Information

- This role does not require a DBS check