

Social media

Role Outline

To assist in the social media communication across Facebook

Key Objectives

To maintain communication on the ELC Facebook page internally and externally through posting and engagement

Key Responsibilities

- Set up and publish weekly posts such as 'weekly scores' with content provided
- Set up and publish relevant event post such as 'club day', 'schools comp' etc with content provided
- Reply to people on posts or messaging
- Acquiring relevant photos for all posts and activity
- Working within a small team across all activity
- Training will be provided
- 3-5 hours a week

Scope of the Role

This position will be responsible for collecting content, creating relevant posts and engaging with external and internal requests or queries on Facebook with the support of Steve Mackey

Liaison With

1. Steve Mackey
2. Owyne for club information
3. Score Entry person for weekly scores
4. Various for photos

The post holder will be responsible to

Steve Mackey

Meetings to attend

Team meetings (Steve Mackey)