

## **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)