## 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