

Social Media & Communications Role Description

This document has been prepared to provide an indication of the roles and responsibilities of the Social Media and Communications Committee position at Winchester Running Club.

What you can expect to do:

- Actively monitor and promote the club via it's social media accounts including Instagram and Facebook.
- Promote the club's activities in a safe and responsible way via the Club's social media accounts.
- Carry out their role in conjunction with the Memberships Secretary and the aims and objectives of the website to ensure a coordinated approach.
- Work with and seek guidance from the Lead Safeguarding Officer to ensure the safeguarding requirements of all members are met.
- Ensure any posts or correspondence is consistent with the aims and tone of the club.
- Ensure all members adhere to England Athletics Code of Conduct regarding the expected social media behavioural standards.
- Attend all Committee Meetings and actively participate in discussions, share knowledge during deliberations and provide input on decisions.