



Dunoon United Football Club

Position Description

Social Media Manager

Objective

To positively promote DUFC and keep members and stakeholders up to date on club events via the DUFC Facebook page, Instagram account and website.

Responsibilities

- Monitor social media accounts daily.
- Respond to inbox messages in consultation with President or other relevant committee member depending on nature of question.
- Create and post engaging, original and relevant content on Facebook and Instagram, in consultation with President or relevant committee member.
- Keep website information current.
- Positively promote DUFC through social media.

Relationships

- Reports to the President and the Committee.

Accountability

- The Social Media Manager is accountable to the President.
- Report to the Committee as required.

Essential Skills

- Enthusiastic.
- Well organised.
- Passionate and dedicated to promoting DUFC to the wider community.
- Good communication and interpersonal skills.
- Knowledge and experience of social media platforms, particularly Facebook and Instagram.
- Some web design experience, particularly Wordpress.
- Graphic design and photo editing skills.

Time Commitment

The estimated time commitment required as the Social Media Manager is up to 2-3 hours per week.

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