

Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806
P.O Box 183, Berwick, 3806



Subject: Job Description
Title: Web / Social Media Coordinator
Reports to: Vice President Operations

1	Basic Functions
a)	Oversee the maintenance of the presentation and content of the Berwick Junior Football Club Social Media.
b)	Compliance and accountability with Club policies.

2	Specific Responsibilities
a)	Ensure that the Website and Facebook page is a vital information hub and a useful resource for all club members through timely publishing of new and updated content to the club's sites
b)	Ensure content published to the website is appropriate.
c)	Monitor and ensure content published to all social media sites is appropriate.
e)	Promote the use of the club's social media sites.
e)	Liaise with committee members to acquire information.
f)	Publish notices as directed by committee.
g)	Follow and enforce the club's Social Media Policy at all times.
h)	Maintain currency of the website content.
i)	Maintain security and integrity of the website and contents.

3	Entry Qualifications and Experience
a)	Computer literacy and website publishing skills.
b)	Experience with Facebook administration
c)	Experience with website management
d)	Knowledge of Social Media privacy settings.
e)	Good communication skills.

4	Role Requirements
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and upload BJFC Code of Conduct and Policies.

Position:	Web / Social Media Coordinator	Witnessed by:	Position:	President
Name:	_____	Name:	_____	
Signed:	_____	Signed:	_____	