



Job Title: **Social Media Manager**

Job Specification:

The social media manager will report to the Committee and be responsible for all social media platforms. The social media manager may work alongside the webmaster where applicable and should request assistance from the webmaster where required.

The social media manager should engage with members and interested members to help boost interaction on the social media platforms. They can regularly advertise the club by posting information of various local pages as well as sharing photos.

Item	Description
Key Responsibilities	<ul style="list-style-type: none"> <li>● Ensuring the social media pages are kept up-to-date including both member and non-member pages. (Facebook, Instagram, Strava)</li> <li>● Advertise weekly rides on non-member pages – Facebook, Instagram</li> <li>● Boost interest on social media by sharing posts, interacting with posts, and creating polls across all platforms (including member and non-member pages).</li> <li>● Sharing photos via social media channels. There may be liaison with the Social Events Planner and the Webmaster to ensure content is kept up-to-date and aligns to all online platforms.</li> <li>● Respond to any messages/emails that relate to Social Media posts.</li> <li>● Accept/decline new Facebook requests for the members only page with liaison to the Secretary to ensure they are a current member.</li> </ul>

Responsibilities for all committee members	<ul style="list-style-type: none"> <li>● When on a club ride, take the role of a ride leader for the given group they are in.</li> <li>● Encourage members to take an active part in running the club.</li> <li>● Recruit new members for the committee when necessary.</li> <li>● Make sure new members are made welcome and looked after.</li> <li>● Represent the club at local, county, and national levels.</li> <li>● Promote the club.</li> <li>● Actively engage and offer any new idea in Committee meetings, for the interest of the club.</li> <li>● Provide a handover for the given role being passed onto a different person. As well as be available for questions and help for the following 14 days during the handover period.</li> </ul>
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Disclaimer:

It is the responsibility for all committee members to work together across all activities. Although individual members are responsible for specific tasks, the committee is to work as a team and act as a non-bias route for club members. The committee are to work together as a team and assist each other, working amicably together and always putting the interests of the club over personal opinions.

Committee members are expected to attend all committee meetings where applicable. Committee meetings are to be determined and agreed together (via the WhatsApp group) and where a committee member is absent, they are to communicate any updates prior to ensure this can be discussed. The absent committee member is also to be briefed on the outcome of the meeting after to ensure complete transparency is adhered to throughout the committee.

Sodbury Cycle Sport is an unincorporated association and has no separate legal identity. An unincorporated association is not separated from its members in the eyes of the law. This means committee members will have to enter into contracts, or hold assets, on behalf of the club, rather than the club itself. In the event of a claim against the club or breach of contract members of the committee, or wider club could be personally liable.

Policy:

All committee members are to adhere to all British Cycling policies -

[https://www.britishcycling.org.uk/membership/article/bcst\\_Safeguarding-Children](https://www.britishcycling.org.uk/membership/article/bcst_Safeguarding-Children)

All committee members are to adhere to the General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area).