

DIGITAL COMMUNICATIONS OFFICER Role Descriptor

PURPOSE

To support the club visually by ensuring the website and social media accounts are maintained and updated accordingly

MAIN FUNCTIONS AND DUTIES

- To set up, maintain the club website, ensuring content is refreshed and updated as required
- To set up, maintain the club social media accounts, ensuring the correct permissions and security is in place and the content is refreshed and updated as required
- To ensure all mediums used comply with the Scottish Swimming Wellbeing & protection policy, GDPR and other relevant policies and procedures
- Liaise with the coaching and committee teams to ensure the correct information and functionality is being achieved

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Motivator & problem solver
- Patient
- Enthusiastic
- Confident and imaginative

REQUIREMENTS

- Be a member of Scottish Swimming
- Complete a self-declaration form
- Sign and adhere to the Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

- Appropriate CPD, SS Connect workshops
- Child Wellbeing & Protection in Sport workshop (renewable every 3 years)

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club, and events attending.