

HAIBB Job Description

Social Media and IT Team Volunteers

Role Purpose:

To assist the Social Media and IT Manager in their role as the public face of HAIBB through the medium of Social Media

Role Focus:

- To be a member of the IT and Social Media Team
- To support, and undertake work on behalf of, the Social Media and IT manager

Key Responsibilities:

- To attend meetings of the Social Media and IT Team as required
- To assist the Social Media and IT Manager as required
- To contribute towards the development of the online profile of HAIBB as a part of the IT and Social Media Team

Key Relationships:

- HAIBB Social Media and IT manager
- HAIBB IT and Social Media Team Members

Line Manager: The HAIBB Social Media and IT Manager

Reporting to: The HAIBB Social Media and IT Manager

Role Duration: Subject to Annual Review

Capability Profile		
Skills	Essential	Desirable
Good Communication Skills, written and verbal	X	
Good self management and organisational skills	X	
Familiarity with the set up and maintenance of Social Media platforms	X	
Be confident in the use of IT	X	
Be experienced in web design, and website maintenance		X