



## **East Midlands Regional Committee Communications and Social Media Co-ordinator Role Description**

The East Midlands Regional Committee Communications and Social Media Co-ordinator is a voluntary position to co-ordinate the flow of information to and from the Region Committee.

As Communications and Social Media Co-ordinator you will raise the profile of the Regional Committee and its work, as well as channelling important information to and from local clubs, coaches and triathletes.

Developing and implement communications plans, you will support the Committee achieve its goals through ensuring a strong profile on social media.

Anyone taking on the role will have a fantastic opportunity to increase their skills, develop themselves and help to grow our sport.

We encourage applications from a diverse range of people from all backgrounds and will work to support anyone with additional access requirements.

The position could be combined with another role on the Regional Committee.

<b>Volunteer Role</b>	East Midlands Regional Committee Communications and Social Media Co-ordinator (may be combined with other positions on the Regional Committee)
<b>Main purpose of the role</b>	<ul style="list-style-type: none"><li>• To form part of the Regional Committee</li><li>• To strategically plan effective communication from and to the Regional Committee</li><li>• To raise the profile and impact of the Regional Committee</li></ul>
<b>Key functions of the role</b>	<ul style="list-style-type: none"><li>• Attend and contribute to regular meetings of the Regional Committee</li><li>• Lead the development of a communications strategy and plans for Regional Committee</li><li>• Plan and deliver content for social media channels to grow followers and interaction</li></ul>



	<ul style="list-style-type: none"> <li>• Support clubs, coaches and event organisers to communicate important messages</li> <li>• Collaborate with national and local colleagues to provide consistent messages to triathletes locally</li> </ul>
<b>Responsible to</b>	<ul style="list-style-type: none"> <li>• Chair of the Regional Committee</li> <li>• Members of the Regional Committee</li> <li>• Regional clubs and members</li> </ul>
<b>Support available</b>	<ul style="list-style-type: none"> <li>• Regional Chair</li> <li>• Triathlon England staff <ul style="list-style-type: none"> <li>○ Communications team</li> <li>○ Regional Manager</li> <li>○ National Delivery Manager</li> <li>○ Head of Clubs and Regions</li> </ul> </li> </ul>
<b>Pre-requisites for the role</b>	<ul style="list-style-type: none"> <li>• Must be a member of Triathlon England</li> <li>• Must be resident in or a member of a club based in the region</li> <li>• Must have relevant committee experience</li> </ul>
<b>Competencies / Experience required for the role</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of triathlon locally and nationally</li> <li>• Experience of communications, including social media</li> <li>• Ability to create written content, as well image and video content</li> <li>• Ability to work collaboratively with colleagues</li> <li>• Passionate about triathlon and developing and growing the sport</li> </ul>
<b>Commitment required in the role</b>	<ul style="list-style-type: none"> <li>• A minimum of four regional meetings annually, plus the AGM</li> <li>• Weekly commitment (1-2 hours) to plan and produce social media content and emails</li> <li>• Attendance at some events to</li> </ul>
<b>Appointment and term of office</b>	<ul style="list-style-type: none"> <li>• Elected by either an AGM or EGM</li> <li>• Two-year term of office with eligibility to stand for re-election</li> </ul>