

## **FTNA SOCIAL MEDIA COORDINATOR**

The Social Media Coordinator will be responsible for operating and maintaining the charity's social media platforms, subject to the Social Media Policy and all Data Protection and Privacy Policies and Procedures approved by the FTNA Council.

We are looking for a person who can work with us and who can contribute using their knowledge and experience of the social media sector. In a voluntary, non-trustee role, the appointed candidate will act as a point of contact for the charity's social media, regularly liaising with and reporting to, the FTNA trustees.

Responsibilities will include :-

- Contributing towards an assessment of the current state of our social media, and making recommendations on how we might improve our presence and engagement, and where we might focus our efforts.
- Managing our social media on a regular, ongoing basis producing fresh and ongoing content for our social media channels, including overseeing the preparation of graphics.
- Engaging with our membership and encouraging interaction.
- Having an understanding of the relationship of and between the FTNA and TNA to ensure that the social media remains up-to-date and relevant.

You will be working alongside the FTNA Webmaster who will be able to provide our existing social media guidelines and any other background material needed as a starting point. As the majority of our administration now takes place via on-line conferencing or conference calls this is a role which could be carried out remotely.

Other assets useful to the volunteer carrying out the role would be:-

- Ability to work on own initiative.
- Good IT, written and oral communication skills.
- An accuracy and attention to detail.
- The ability to quickly understand the needs of the charity and its administrative team.
- The ability to ask key questions to enable us to clarify requirements.
- An understanding of the resource constraints of the charity.
- Being open to giving and receiving feedback.

Your input will shape how we present ourselves to our members and the wider world in general, helping us to carry on with the work of assisting the TNA and its staff in educating the public about the nation's documents and opening up those documents up to a wider audience.

As the FTNA Social Media Coordinator you would be an essential and key part of our team, particularly more so during the current Coronavirus pandemic.

Further details and a fuller role description can be provided during an online interview.

Please contact:-

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