

Role Description: Media Secretary



Purpose of the Role

To manage the club's social media presence, marketing and advertising.

To create a safe, inclusive and welcoming environment for all members of Southampton Kendo Club.

To be a point of contact and representative of Southampton Kendo Club.

Duties and Responsibilities

- Help to create a safe, inclusive and welcoming environment for all members of Southampton Kendo Club.
- Manage the club's online social media and communities; includes Facebook, Instagram and Reddit. Add other platforms as appropriate.
- Create advertising materials for beginner's courses and club events.
- Act as a point of contact for club members and visitors.
- Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
- Assist with recording and documenting any concerns, complaints or incidents which occur, and communicating with the Designated Safeguarding Lead as required.
- Attend team meetings as arranged.
- Work flexibly as may be required and carry out any other reasonable duties.

Training/Qualifications (to be provided as required)

- Safeguarding and child protection training
- Online community management training
- Equality and diversity training