



Girlguiding Northamptonshire Role Descriptions 2017

Social Media and Website Coordinator

AIM: To promote Northamptonshire Girlguiding to all members and to the wider community through Website, Facebook, Twitter

- ✚ Ensure County website is kept up to date with news, articles from units, leader's useful information and any upcoming events.
- ✚ Adhere to Girlguiding policies, re: risk assessments, Finance.
- ✚ As lead administrator for the GGW Facebook and twitter account manage articles and contents on a regular basis.
- ✚ Check County newssheet for articles and information to include on website.
- ✚ Move the county forward with the way it communicates with its leaders, girls and the general public.
- ✚ Attend communications training on the new branding guidelines.
- ✚ Attend Communication Team meetings 4 times a year, to look at forthcoming events and to plan for leaflets, etc. in advance i.e. County Review (Report - an important document as this has to be put with the County finance report Annually) Christmas Cards, Thinking day Cards, Volunteers day, WCVYS AGM, WAGGGS etc.

Expenses incurred as part of your role, e.g. mileage, stationery etc can be claimed from County using the GGN procedure and the County Expense form