FLAIR GYMNASTICS
WWW.FLAIRGYMNASTICSCLUB.CO.UK
NURTURING PASSION FOR EXCELLENCE TOGETHER

ROLE TITLE: **MEDIA LEAD**
REPORTS TO: **Club Manager + Club Director**
SALARY RATE: **£15.00 per hour**
HOURS: **8hrs per month (flexible)**

ROLE PURPOSE:

- To provide regular engaging content and communication with parents & members
- To capture quality photos & videos of the club's activities and upkeep our media library
- To enhance the development of the club's profile within our community & sport
- To respond promptly to online inquiries and interactions in line with our high standards

ESSENTIAL EXPERIENCE & SKILLS:

- Highly fluent with all social media platforms & scheduling/design tools
- Experience in photography/videography and familiarity with cameras & equipment
- Efficient organisation, planning & time management skills to work independently
- Flexibility to work different days/times to be in touch with all areas of the club
- High standard of communication skills across all formats

USEFUL EXPERIENCE & SKILLS:

- Own photography / videography equipment available for use
- Google marketing & analytics knowledge
- Website design & maintenance experience

MAIN TASKS:

- At least 3 x social media posts per week of quality content showcasing the club
- Plan and capture media for use & direct coaches in gathering required material
- Maintain a calendar of content accessible to team members for review
- Create promotional materials and publicity for club events
- Organise the club's online media library for ease of access and future use

NOTE: The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements that the successful candidate may be required to perform from time to time, in consultation with Management Team & Board of Trustees