

Social Media Account Manager

Phantom Committee - Union of Students

Role details

Time Commitment: Varying throughout the year with an average of 5 hours a week

Responsible to: Vice President (Community) and Head of Marketing

Ideal personal qualities

- Great organizational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Passion for social media and finding engaging content

Duties and responsibilities

- Liaise with the Exec committee to pick content to go out on social media.
- Ensure content chosen is of a high quality and relevant to the audience
- Ensure there is a consistent stream of daily content being shared via social media
- Work to create a social media strategy for Phantom Media and set targets to reach throughout the year
- Keep in regular contact with the union to ensure articles are suitable for distribution and that the social media channels are outputting relevant and up-to-date content
- Attend exec meetings to plan content releases and go to phantom events to post live content.

Opportunities

- A unique opportunity to manage the social media accounts that engage an audience for Phantom Media
- A chance to develop skills in the social media industry

Benefits

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in understanding material for social media
- Relevant training/on-going personal development
- Training from UDSU staff specifically on social media
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial previous experience

- Experience of media production
- Passion for delivery of online content

Training and support

- You will have access to a range of training with the Union and can request external training and trips to networking events