



at the **heart** of our LGBT+ community

Social Media Coordinator

Voluntary Position.

Responsible to: Head of Communications/ Coventry Pride Chair

Based: Coventry

Background

Coventry Pride is a two day LGBT+ festival based in Coventry, it attracted 15,000 visitors last year and is expected to do so again in 2019.

Coventry Pride will be having approximately 50-60 volunteers working from the 1st through to the 11th of June to successfully deliver the main Coventry Pride Event.

Coventry Pride also runs smaller events through the year usually with around 4 to 5 volunteers working at them.

In addition to this Coventry Pride has a pastoral services, Education and Outreach arm which runs several social groups, an LGBT+ refugee and asylum seeker group and several LGBT+ support groups.

Your role will be to manage all the social media channels of Coventry Pride.

General Job Description:

- To manage and update all Coventry Prides social media channels.
- Produce digital publicity as required.
- Take the lead on all social media communications and activities .
- Work with the Head off Communications to implement the communications strategy.
- Undertake any other responsibilities as directed by the Head of communications or the Chair of Coventry Pride

Social Media Coordinator
Person Specification.

Attributes	Essential	Desirable	Assessed by
Education	GCSE grade C or equivalent English & Maths		CV
Experience	Experience of working or volunteering in communications and publicity.		CV/Interview
Skills	IT Administration literate (G-suite, Microsoft Office)		Interview/CV
	Competent at using Adobe Cloud including, InDesign and Photoshop.	Knowledge and skills of using Adobe Premiere Pro	Interview/CV
		WordPress and website management .	Interview/CV
	Effective oral, telephone and communication skills		Interview
	Ability to work to deadlines		Interview/CV
Personal	Competent at using Adobe Cloud including, InDesign and Photoshop.		Interview/CV
	Commitment to, and understanding of, Equal Opportunities practice and diversity.	Commitment to social causes.	Interview/CV
	Commitment to, and understanding of, the needs, concerns and roles of organisations run by and for LGBT+ communities.	Positive about the potential of volunteering and community action.	Interview.
	Good interpersonal skills.		Interview