**Social Media Coordinator**

Responsibilities of the role include:

▪ coordinating the SIG’s social media by creating, posting, and resharing relevant content and events via the SIG’s Facebook page and group, Twitter, Instagram, and LinkedIn (profile and company page)

▪ liaising with the SIGs Event Coordinators and using social media to promote IP&SEN events

▪ processing, editing and uploading videos to our YouTube channel

▪ dealing with queries from members and non-members, via social media comments and direct messaging services, in a professional and culturally sensitive manner.

An ideal candidate for the position would have:

▪ experience of using the four social media sites listed above

▪ attention to detail and an excellent command of written English

▪ a keen interest in inclusivity and/or special educational needs

Desirable skills:

▪ basic video & audio editing skills

▪ knowledge of basic graphic design apps such as Canva

▪ a familiarity with trends in social media and a willingness to learn about new platforms

Applicants who do not possess a knowledge of all four social media platforms, graphic design apps, or editing skills will still be considered, providing they are happy to invest time in learning about them.