



BMAF Media Platform Administrator Role Outline

Role Overview

Its purpose is to ensure good coverage of BMAF Communications and events using various media platforms. This role is about the platforms not necessarily the development of content which should be provided for you by others.

The role is appointed annually and will work as part of the IT Team (but working closely with the Comms and Marketing Team).

Anticipated Time Commitment:

2 hours per week on average.

Role Description: (this is indicative only)

- Design of webpages for use on multiple devices aligned to the IT Strategy and BMAF priorities
- Authorisation of access to the website tools
- Ensure website is engaging, up-to-date and easy to navigate.
- Ensure our social media platforms are active and engaging and content is posted regularly to encourage use and athlete engagement.

Qualifications:

To be fully effective in this role it is envisaged that you will have:

- General IT knowledge regarding social media platforms,
- Experience of using hosting services
- Experience of webpage design using Wordpress or similar.
- Good communication and engagement skills to understand and meet athletes and competition providers needs for 2-way information cascade.