

Position Title: Media Manager

Role Overview

The Media Manager is responsible for collecting, managing, and publishing accurate and timely information across all club communication platforms, including the newsletter, website, and social media. The role ensures members are well informed of upcoming and past activities while maintaining compliance with PSPL requirements and organisational guidelines.

Key Responsibilities

- Collect and collate information for publication in *The Dolphin*
- Produce and distribute, via email or other digital means, a **monthly newsletter** that includes:
- Upcoming events with full details (date, time, location, cost, cut-off date, and organiser contact details)
- Reviews of past events, including photos where available
- A message from the President
- Notices of future speakers, inductions, and resignations
- Liaise with Social Organiser on events/activities for inclusion in publications
- Ensure all information published on the **website** is current, accurate, and updated as required
- Maintain compliance with **PSPL requirements** across all published content
- Monitor and review content posted by members to ensure it aligns with acceptable guidelines
- Manage and maintain the **Facebook page**, ensuring information is correct, current, and appropriate
- Use Facebook to promote and provide reminders for upcoming activities and events

Key Skills & Attributes

- Strong written communication and editing skills
- Attention to detail and accuracy
- Ability to manage deadlines and monthly publication schedules
- Familiarity with social media platforms and website content management
- Good judgement in reviewing member-submitted content

here's a **concise version for the Standing Resolution:**

Media Manager

The Media Manager is responsible for managing and publishing accurate and timely information across the club's communication platforms. This includes collecting and collating content for *The Dolphin*, producing a monthly newsletter detailing upcoming and past events, messages from the President, and notices of speakers, inductions, and resignations.

The Media Manager ensures the website and Facebook page are kept current, compliant with PSPL requirements, and within acceptable content guidelines. The Facebook page may be used to promote and provide reminders for upcoming activities.