



## Role Profile – Social Media & Marketing Manager

### Role Overview

We are currently looking for a Social Media & Marketing Manager who would have strategic overview of our social media and marketing for Bristol Autism Support and the South West Autism Central Hub. The role would include working closely with team members and volunteers to ensure our brand and messages are shared appropriately.

### The role will include

- Developing and delivering policies, procedures and guidance for social media and marketing
- Working closely with our Social Media Administrator and our Facebook Administrators
- Working closely with key team members to ensure our members are kept up to date with news from the team.
- Weekly newsletters to BAS members and monthly newsletters to our subscribers
- Management of our social channels including Facebook, Twitter, Instagram and Linked In
- Production of marketing materials
- Website support for news items and hub portal updates
- Marketing of events
- PR/ Press releases and award applications

The role is being offered on a part time basis of 10 hours per week at £15 per hour for an initial 12 month period with a view to increase and extend the role to become permanent subject to funding.

### What we are looking for

Candidates will have the ability to write strategic plans with actions, understand stakeholders, be able to learn new skills and keep up to date with social media trends / management. Ideally candidates will have some experience in using Mailchimp, Canva, Eventbrite, WordPress and social media schedulers such as Buffer. In addition to excellent knowledge of social media platforms including Facebook, Twitter, Instagram and Linked In.

Whilst candidates will be able to work flexibly and from home there will be some requirements for team meetings, therefore living locally to Bristol would be preferred for this role.

There is no requirement to understand or have experience of autism for this role but it would be helpful.