



Islington U3A

Job Description

Communication Coordinator

Rev 2.0

Purpose:	Maintain an iU3A communications strategy
Core duties:	Regularly review the material on the iU3A web pages and advise (Website Administrator) of required changes.
	Ensure a consistency in format between all pages.
	Ensure the iU3A web pages support overall iU3A Web strategy & policies.
	Ensure material on all iU3A material is non-sexist and non-racist.
	Promote other forms of communication for iU3A (eg leaflets, social media, etc)
	Regularly review the material on the iU3A web pages and advise (Website Administrator) of required changes.
	Ensure a consistency in format between all pages.
	Support use of social media sites
	Attend EC meetings and support actions arising.
	Write the fortnightly Bulletin & issue via Memebersip Secretary
Other possible activities:	Support creation of regular Newsletters and approve the drafts
	Liaise with whomever regarding the Open Day (re preparation and styling for the event).
Skills and experience required:	Good communications skills (oral & written)
	Good English grammar skills
Role Exclusions:	Maintaining the web pages.
	Maintaining iU3A on social media sites. Currently Celia Ballantyne maintains our presence on Twitter and Facebook.
Approx time Commitment:	Varies but on average 4 hours a week
Accountable To:	iU3A Executive Committee



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Agreed role responsibilities will be depending on person's capabilities and competencies.



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