



ROLE

We are looking for a Social Media Coordinator to be responsible for the management of the Guernsey Biological Records Centre (GBRC) social media platforms and develop our social network. This role would suit someone who has some experience of social media and a keen interest in social networking. The ability to write clearly, accurately and succinctly and the enthusiasm to grow the GBRC online presence would also be an advantage. This role is flexible and you can give as much time as you are able to. Full training and induction will be provided. You have the option to work in office or from your home.

DUTIES AND RESPONSIBILITIES

- Keep GBRC social media channels updated – mainly Facebook and Instagram – with the option to expand to other channels if that is where your skill/interest lies.
- Plan and schedule social media content and posts and reply to comments and messages.
- Research, create and upload relevant contents e.g. graphics, videos, photos, audio, albums.
- Encourage others to comment on posts and share them with others.
- Attend some of the GBRC events with a view to reporting on them.
- Liaise with staff and other volunteers to ensure consistency in messaging.

EXPERIENCE AND SKILLS REQUIRED

- Have a passion for protecting and conserving our wildlife and environment
- Personable, friendly and respectful.
- Excellent understanding of how to use each social media platform and its features.
- Confident written communicator (and/or on live stream), willingness to spell and grammar-check all posts.
- Ability to work using your own initiative.
- Age 18 or over.

WORKING WITH THE GUERNSEY BIOLOGICAL RECORDS CENTRE

We're at an exciting point of modernisation with multiple wildlife recording projects. Working with the States of Guernsey, other Charities and Conservation Organisations GBRC collates, collects, manages and shares information on all aspects of Guernsey's wildlife ecology and natural environment.

Please send your cover letter and CV to esweet@biologicalrecordscentre.gov.gg. We are currently recruiting for this role and will review applications as they are received. Our policy is to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual preference, age, or disability.