

National Board Roles and Responsibilities

Designer

Main aspects to role:

- Working with the rest of the Marketing team and National Board, create any design assets needed.
- Review current state of JCI UK Canva Account and make sure it is set up correctly and easy to use for both the National Team and the Local Chambers.
- Review of current JCI branded materials to make sure they fit with the JCI Brand Guidelines.

Time commitment

The designer will have a busy start to the year as certain assets, such as business cards, will need to be created. The review of Canva will need to be done in the very early in the year as well so it as tool can be ready for the Local chambers ready to use. After the initial sprint, the weekly commitment should be fairly steady at about 3 hours a week.

Key Skills

- Computer skills including the use (and license for) Adobe InDesign.
- Very organised
- Good communicator
- Creative
- Understanding of basic design principles

Events expected to attend:

- Board to Board handover.

Social Media Manager

Main aspects to role:

- Manage the different Social Media accounts for JCI UK. This must be a minimum of Facebook, Twitter, LinkedIn and Instagram.
- Increase followers / engagements across the different platforms.
- Work with the rest of the marketing team to help effectively communicate to the wider membership / potential members.
- Create a content plan for the different accounts.

Time commitment

This role will require a good amount of time to complete effectively. It is estimable it will be between 5 – 7 hour per week.

Key Skills

- Experience of management multiple social media accounts for a brand.
- Good communicator
- IT skills (using a computer / smart phone)
- Good level of written English.

Events expected to attend:

Board to Board handover.