

Social Manager

Roles & Responsibilities



Congratulations on your appointment as a WOBFC Social Manager! Below we have provided a summary of the key activities that you are responsible for in this role:

Events Engagement

- * You will be responsible for generating awareness of and support for various social and charity events held across the club.
- * You will be responsible for communicating dates, times and other details of events to your team. You may choose to do this verbally, via email, text message, Team App, or a combination of each.
- * You will work with the Events team who may ask you to manage attendance at events for your team. For example, an event may require that each team 'fill a table for 10'. This would mean that you are responsible for ensuring that a minimum of 10 members from your team are in attendance at the event.
- * You will be responsible for working with the Events team and assisting with some administrative items relating to events, which may include attendee registration or handling payments.
- * Where the Club requires assistance to run social or charity events, you may be asked to help nominate volunteers from your team to assist.
- * You will be responsible for acting as the key liaison between the your team and the Club Events Team. This means you may be asked to provide and/or solicit opinions, feedback or ideas on how to make WOBFC events even better.

Social Media

- * You will be responsible for ensuring that all team members have 'liked' the [Waverley Old Boys Football Club community page](#). This is an important information channel that is used to convey a number of messages, including those related to social activities, and members only receive this information if they have liked this page.
- * Where the Club has created a Facebook Event, you will be responsible for ensuring that each person on your team has been invited to the Facebook Event.