



Aniridia Network UK

Communication and IT roles

These roles are closely related. Depending upon skills and time available they could be split or shared between a number of people.

Content Officer

In addition to the general responsibilities of officials the holder of this role is expected to:

- maintain and improve the content of the ANUK website.
- source/research/write, edit and publish articles for blog posts or web pages.
- source/record audio, video and photos and publish them on the ANUK website and social media channels.
- produce a regular email newsletter for members.
- produce printed promotional material and informational resources.
- follow ANUK's brand guidelines and ensure others do likewise.

Social Media Officer

In addition to the general responsibilities of officials the holder of this role is expected to:

- manage ANUK's presence on social media channels, including: Facebook, Twitter, Google+, LinkedIn, YouTube, Audioboo and Flickr.
- monitor, promote and report on ANUK and other aniridia related activities on social media.

Web: **aniridia.org.uk**

Twitter: **@aniridianetuk**

Facebook: **AniridiaNetworkUK**

Aniridia Network UK is

registered as a charity

with HMRC: Reference XT26830

- pro-actively engage with people and organisations, using social media to build relationships between ANUK and them, and they with each other.
- find and establish links with people likely to be interested in ANUK who are not yet followers.
- respond to and moderate user generated content such as comments as required.

IT Officer

In addition to the general responsibilities of officials the holder of this role is expected to:

- establish, maintain and develop the charity's IT systems including email, website and contacts database, working with suppliers as required.
- enable the charity to operate effectively and efficiently by providing suitable IT systems plus support and encouragement to users.
- research the IT sector for systems, services, good practice and ideas useful to the charity and its members.
- Support the work of other communication officers, particularly with equipment and ensuring accessibility.