

NDS Facebook Manager criteria, role and yearly duties

Post criteria:		Scores 1=low 5=high
Education	Degree or equivalent professional qualification	
Experience	Regular use of Facebook and social media	
Experience	Interest in dockyards and/or naval history	
Experience	What appeals to Facebook followers	
Experience	Current GDPR and IP practice	
Skill	Written communication 5	
Skill	Oral communication 3	
Skill	IT 4 (Word, minimum)	
Required levels of:		Scores 1=low 5=high
Self-awareness	3	
Social skills	4	
Empathy	3	
Motivation	4	
Self-regulation	5	
Duty	Post items of current NDS and maritime issues on NDS Facebook	
Duty	Upload posts suggested by committee members	
Duty	Forward interesting & relevant other Facebook posts to NDS Facebook	
Duty	Aim to increase number of NDS Facebook followers	
Duty	Employ current GDPR and IP practices	
Duty	Attend and report to committee meetings & AGMs, presently online	
This post collaborates significantly with:... by...		
Twitter Manager	Email	
Secretary	Email	
Chair	Email	
Newsletter Editor	Email	
Website Manager.	Email	
Public	Facebook, especially our followers & Facebook Messenger	

During Covid committee meetings were held online; post-Covid, the committee decided to continue this practice as it saves travel and time. The AGM was also online in 2020 and 2021. This will continue in 2022.

NDS Facebook Manager Year

Weekly: Monitor Facebook & update NDS Facebook with current dockyard/maritime posts
Liaise with Twitter Manager's tweets

Through year Assist the Committee in publicising the Annual Conference, tours and all NDS activities