



## **Supporting Officer – Position Description**

# **Digital Media Officer**

Digital Media Officer is responsible for moderating and ensuring that content posted on SA Rovers Social Media accounts and discussion groups, is appropriate and up-to-date.

The Digital Media Officer shall be guided in their actions by any policies related to communications and social networking as provided by Scouts Australia, Scouts SA, SA Rovers and the National Rover Council.

The Digital Media Officer shall report, and if needed act on, any information they see or receive related to inappropriate content across all communications platforms.

The Digital Media Officer shall:

- Only approve items that are relevant to all members of the section.
- Defer judgment to the Vice Chairman, Chairman or BC Rovers if unsure.

Maintain a log of all communications moderated; if not approved, advise the originators of the moderation reasons.

Maintain and ensure the SA Rovers website content is up to date.

Be responsible for the ongoing maintenance and stability of the website and related servers where possible.

Address any technical issues in a timely manner.

Upload any documents or implement any content or design changes as required by the BRC Executive.

Work with the Marketing Officer and Vice Chairman on projects and ongoing tasks.

Co-ordinate with incoming Digital Media Officer and hand over any relevant documentation, procedures and files.