Volunteer Social Media Secretary

We are looking for a proactive and creative **Volunteer Social Media Secretary** to join the BCS SIGiST (Specialist Interest Group in Software Testing) committee.

In this role, you will lead our social media presence, ensuring our content reflects our mission and connects with our community of software testing professionals. You’ll be responsible for developing content plans where required, oversee posting, and ensuring consistent and engaging communication across our channels.

This is a great opportunity to apply and grow your social media management skills while making a valuable contribution to a respected professional community.

**Key Responsibilities:**

* Help to develop social media strategy aligned with SIGiST’s goals and events calendar
* Plan, create, and oversee engaging content for platforms such as LinkedIn, Bluesky, and Instagram
* Coordinate with the committee to promote events, webinars, and initiatives
* Work with the Social Media Assistant (where applicable) to ensure timely posting and quality content
* Monitor engagement, respond to inquiries, and encourage community interaction
* Track and report on social media activity to inform future planning
* Ensure consistent branding and messaging across all channels

**Skills Required:**

* Proven experience managing social media accounts, ideally for an organisation, group, or event
* Good understanding of LinkedIn, Bluesky, and other relevant platforms
* Ability to develop content plans and work to deadlines
* Excellent written communication skills and attention to detail
* Knowledge and use of Canva for creating graphics (***Required***)
* Interest in software testing and technology trends (***Desirable***)

**Time Commitment:** Variable, including 1 hour per month for a committee meeting, plus 2–3 hours per week for planning and content management.