

EYPUK Alumni Association Executive Elections 2020

Position:	Communications Coordinator (2 persons)
Outgoing members:	Emma Cox and Iain Wedge (emma.cox@eypuk.co.uk & iain.wedge@eypuk.co.uk)
Trustee:	Matthew Caine (matthew.caine@eypuk.co.uk)

The Communications Coordinator roles will offer both creative and administrative experience. The Comms Team are tasked with maintaining the professional image of the charity, as well as providing communication channels between all members of the EYPUK team.

The main requirement of being on the Comms Team is commitment, as the need to simultaneously collect and provide information so as to keep different people updated means one constantly needs to be on the ball. However, there is a great deal of flexibility within the role. On one hand, the role requires acute organisational skills so as to coordinate internal communication and ensure that members of the EYPUK team are up to date with each other's work. On the other hand, the role requires imagination and a creative touch, so as to think of new ways to present our material and ensure that EYPUK remains relevant. As the role is split between two administrators guided by a trustee, a driven and communicative individual will flourish on the Comms Team.

Across the two communications positions there will be a chance to undertake a variety of activities in promoting the organization including:

- Maintenance and upkeep of the EYPUK website and existing social media channels to promote our work and events nationally and internationally;
- EurVoice Support: assisting EurVoice Team with EurVoice Live;
- Maintaining and expanding projects such as EYPUK Abroad, which feature the achievements of EYPUK alumni over the course of the year;
- Expanding our social media: continuing to build EYPUK social media presence and exploring other social media channels;
- Regular updates for the entire committee on the work of Trustees and Alumni Exec respectively;
- Regional Support: assisting Regionals team and individual organisers with the promotion of their sessions, particularly through the facebook but also through exploring new ways of targeting schools;
- Helping to organise meetings and assist in minute-taking;
- Expanding our resources: developing online blogs, supporting sessions in getting guest speakers to events and creating other useful resources that help to expand and explain EYPUK