**Digital Editor**

**Purpose of the Role**

The role of the Digital Editor is to maintain the Social History Curators Group website, manage the group's JISCMAIL email list and engage with members through social media.

**Person specification**

* A member of SHCG (individual or institutional)
* Able to attend 3 Trustee meetings a year (attendance and travel = 1 day)
* A familiarity with editing websites is an advantage (but not essential as full instructions will be provided)
* Enthusiasm for social media and for making the most of opportunities to promote the group and its activities
* Good organisational skills in order to successfully manage a subscription list
* A creative person who can come up with new and engaging ways to connect to members online
* Excellent time management - this role can vary in its intensity, from a couple of hours a week to nearer to three or four at peak times (for example in the run up to SHCG annual conference)

**Impact**

SHCG relies on its online and digital presence to promote events and develop the group's profile. The role of Digital Editor is a key part of ensuring the long-term success of the group.

SHCG is currently exploring options for funding to further develop the website and the Digital Editor would lead this programme.

Two key elements of SHCG's work are closely linked to the work of Digital Editor: firstBASE, our online social history resource, and the SHCG JISCMAIL list. As part of this role, the Digital Editor is responsible for supporting firstBASE duty managers with promotion of new resources and highlighted items to keep the database refreshed and useful. This role is also responsible for maintaining and monitoring the JISCMAIL list. This has been identified as a core benefit of membership of the group.

**Support**

This role will receive support from fellow trustees and a handover document with detailed instructions on updating the website and the digital platforms will be supplied. The Digital Editor will receive content from other Trustees (e.g. information about conference, seminars, newsletter, etc), but will also be responsible for creating original content.