

Job Description: Member of the Communications and Engagement Committee of the British Society for Genetic Medicine (BSGM)

BSGM coordinates professional groups in the clinical genomics sphere to develop, support and influence best practice in healthcare, research and policy in the UK.

Aims:

- **Raise awareness of genetics and genomics**
- **Support professionals delivering genomic medicine**
- **Provide genetic/genomics guidance**

Overall Purpose of the Communications and Engagement Committee

To support and coordinate communications activities for both membership and external audiences. To do this in ways that are compatible with the vision and mission of the BSGM, and with its governance and strategic direction.

To promote the work of BSGM, increase awareness of work undertaken by members and professional groups and help expand its membership.

Period of Office

The role will be for a three-year period.

Main Responsibilities of all committee members

1. Active participation in the BSGM's Communications and Engagement Committee to enable promotion of BSGM activities, visibility and engagement with patient charities/support groups
2. Attend the Communications and Engagement Committee monthly meetings
3. Other responsibilities will depend on members' skills, previous experience and wishes.

Main Duties of Social Media team member

1. Management of the LinkedIn and Bluesky BSGM accounts on a rotational basis in line with the SoMe posting schedule
2. Collection and analysis of impact metrics from Bluesky, LinkedIn, Vimeo
3. Planning and co-ordinating social media posts and website updates
4. Liaising with other BSGM committees, constituent groups and special interest groups to share work, guidelines and events with membership and external audiences

Main Duties of Webmaster (training and support will be provided)

1. Maintenance of the website and implementation website updates as and when needed
2. Planning and co-ordinating website updates
3. Collection and analysis of impact metrics from Google analytics
4. Liaising with other BSGM committees, constituent groups and special interest groups to share work, guidelines and events with membership and external audiences

Remuneration

This role is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Time commitment

The Communications and Engagement committee members will meet virtually monthly for up to 60 minutes. Additional and variable time commitment is required to conduct duties as described above and as agreed.