



Volunteer role descriptions

Website Support person

If you know Wordpress, we're looking for your support. Come and join our lively team and help us keep our website up-to-date. Reports to the Media Coordinator

Responsibilities include:

- Assisting with updating the IATEFL BESIG website (Wordpress) and IATEFL website as BESIG administrator
- Completing posting of new information and news

An ideal candidate for this position would have:

- Experience with Wordpress or similar
- Excellent communication skill

The successful candidate will be appointed for a three-year term but will not be part of the committee. They will therefore not have voting rights.

Design assistant

Looking for an outlet for your creative talents? We are looking for an imaginative individual to help the IATEFL BESIG teams to design content for our social media campaigns. Reports to the Media Coordinator.

An ideal candidate for this position would have:

- A good mix of creative and technical skills
- A sound knowledge of popular creation programs
- The ability to produce innovative and eye-catching designs

The successful candidate will be appointed for a three-year term but will not be part of the committee. They will therefore not have voting rights.

Content curator

We are looking for a BESIGer to find, share and curate great content for social media and our website. This position is perfect for those well-read members who already enjoy keeping up-to-date with relevant BE content from many diverse sources. Reports to the Media Coordinator.

An ideal candidate for this position would:

- Take a few minutes to share
- Be able to select appropriate quality content
- have a solid background knowledge of BE issues

The successful candidate will be appointed for a three-year term but will not be part of the committee. They will therefore not have voting rights.



Moderators, Hosts and Online Support Team (BOT Team members)

Join our online team as a moderator, as a host or as part of the support team. We have various roles and positions within the BOT Team. All positions report to the BESIG Online Team Supervisor.

The roles include:

- Moderating, hosting or giving support to and for the BESIG online team

An ideal candidate would:

- Be available for occasional online events as your schedule permits

The successful candidates will be appointed for a three-year term but will not be part of the committee. They will therefore not have voting rights.