



# Roles & Responsibilities

## COMMUNICATIONS OFFICER

### ROLE

To raise the profile of the club within the local community, through various channels

### USEFUL SKILLS & EXPERIENCE

- Excellent communication skills – verbal and written
- Creative and innovative
- Friendly
- Enthusiastic
- Reliable
- Organisational skills
- IT skills
- Approachable

### TASKS

- To raise the profile of the club within the local community through various channels (web, press, email etc.)
- Attend monthly Governing meetings and report on all aspects of communication internally & externally
- Oversee the maintenance of the clubs website ensuring content is timely and relevant
- Ensure all communications, both internal and external are in line with the appropriate standards
- Active involvement within the local community to promote the club

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.