

Club Communications Co-ordinator

Key roles & responsibilities :

- Raise the profile of the club through external communication for club events
- Provide oversight of social media communications and ensure they are clear and concise and in line with the club style
- Oversee club website content and design
- Advise the committee accordingly of balance and frequency of comms, channels and content
- Assist with any communications required to club members as required
- Assist with any communications from the club to an external audience as required
- Liaise with any local media, TV, newspaper etc. as agreed in advance by the club Chairman / Committee
- Ensure all club information is available in accessible to members on request
- Attend committee meetings

Skills and qualities required :

- To be an effective communicator
- Have excellent grammar skills
- Have a good understanding of the structure of the club
- Be meticulous over details
- Be media 'savvy'