## Marketing/Communications Officer Role Description

**Overview of the Role**

The Marketing/Communications Officer is responsible for raising the profile of the venue and its activities to current members, parents, the local community and local media.

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* Developing and delivering a marketing and communications plan
* Raising the profile of the club and opportunities to play, coach and volunteer in the local community
* Considering how to improve the ‘look’ of the venue (e.g. logo, signage and website), ensuring it reflects the management committee’s vision
* Putting in place regular communications with members (email, notices, online etc.)
* Obtaining coverage of events with local media

**Skills and experiences needed for the role**

* Approachable and friendly
* Excellent communication skills – verbal and written
* Good IT skills
* Creative and enthusiastic
* Good ambassador for the venue

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
* You will be asked to attend management committee meetings where possible

**Further Information**

* This role does not require a DBS check