



Publicity Officer

Objective

- To maximise communication to Club stakeholders
- To promote the Club through regular publications such as Quest Newspapers & Newsletter
- To promote the activities of the Club in the local media including radio, newspaper and other mediums where appropriate

Responsibilities

- Assist all Club personnel in promoting the Club in the local and wider community
- Undertake publicity tasks at the request of the Executive and/or Committee, or sub committees where required.
- Submit club and individual team results to the newspaper
- Write media release regarding any news items and upcoming events
- Submit club and individual team results to association / league
- Prepare club newsletters and reports
- Manage any public comment concerning any situation or incident that may reflect on the public well being of the Club
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

Relationships

- Reports to the Coordinator of Volunteers & Club Secretary
- Liaises with the Club Committee
- Liaises with key stakeholders
- Liaises with all local media outlets

Accountability

- Publicity Officer is accountable to the President and the General Committee via the Football Operations and Development Manager
 - Seek ratification prior to committing the Club to any statement on the local press
 - Provide a report on portfolio operations to the monthly Committee meeting via the Football Operations and Development Manager
 - Seek ratification from the Football Operations and Development Manager prior to committing the Club to any financial expenditure or action
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