



# Press Officer

## Job Description

Role:	Press Officer
Responsible to:	Club Committee through the chairman
Role purpose:	To establish an ongoing publicity campaign to raise the clubs profile, recruit members and volunteers
Commitment:	1-3 hours per week, committee meetings if necessary/ reports for committee

## Main tasks

Establish links with the local, regional or national media and provide regular reports, press releases on news and opportunities

Investigate and identify potential opportunities for the club

Ensure news section of the website is kept updated

## Skills required

Enthusiastic and organised

Confident and imaginative

Good communication and able to write press releases and reports

Some knowledge of marketing and communications