



## **ASSISTANT MEDIA OFFICER**

**Job Title:** Assistant Media Officer

**Responsible to:** Media Officer & Club Committee

Recommended Qualifications: if any

### **Skills and Attributes Required:**

- Enthusiasm
- Well organised
- Prepared to make a regular time commitment
- Confidence
- Good communication skills
- Creative & Innovative

### **Main Duties:**

1. Liaison and focal points for teams to ensure website/Social Media is updated regularly with team information and events.
2. Liaison with Media Officer and Committee office bearers to ensure website and social media sites e.g. Facebook and Twitter are kept up to date with all relevant club information and events.
3. Ensure website and social media sites represent the club in a positive and professional manner at all times.
4. Assist Media Officer with development of processes, procedures to support website and social media sites.
5. Consult with Media Officer & Committee on any new apps/social media ideas for representing the club.
6. Liaise with the Treasurer and Chairman to deal with income and expenditure for photography/interviews ect.

The role will primarily focus on our youth section of the club and will involve receiving information from coaches for coverage on social media and the club website. The individual will also work closely with our existing media officer as we continue to enhance the ongoing attempts to raise the profile of the club.

Previous experience of working in a media environment would be beneficial, but this is not essential.

**Time Commitment:** 2 -3 hours per week

### **SIGNATURES:**

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_