Volunteering- Communications Officer

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| **Main Purpose of Role:** | To raise the clubs profile, manage club promotion, maintain the club website/social media |
| **Hours a Week (Approx):** | * 1. hours
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| **What will you be doing:** | * Updating the website/social media with new information
* Liaise with companies regarding sponsoring the club
* Make sure club news is in the local press
* Promote/publicise all aspects of the club
* Create a quarterly newsletter
* Liaise with Reading FC
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| **Equipment Needed:** | Computer, Internet |
| **Desired Skills:** | Communication SkillsWriting ReportsCreativityOrganisational skills and able to work to deadlinesAbility to produce match reports and press releasesWorking knowledge of the internet and website construction a bonus |
| **Expenses Paid:** |  |
| **Training Available:** | County FA Workshops,  |
| **Where the role will be carried out:** | Football Club/Home |
| **Who will need updating on issues:** | Club Committee, Coaches,  |
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