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 |
| **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 |
| **Equipment Needed:** | Computer, Internet |
| **Desired Skills:** | Communication Skills  Writing Reports  Creativity  Organisational skills and able to work to deadlines  Ability to produce match reports and press releases  Working 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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