

# Media/Press Officer

**Overview:**

To generate regular, positive publicity, raise income and increase membership for the club by working with the media to promote news and activities throughout the year.

**Reports to:**

The Management Committee

**Time commitment:**

4 hours per week

**Responsibilities:**

- Act as main contact/spokesperson for all media enquiries relating to the club.
- Build relationships with local and national media organisations.
- Seek opportunities to have the club featured in written press, on TV and online.
- Write press releases and articles, take photos and videos (distribute internally/externally).
- Manage the club's social media presence.
- In conjunction with the club's Webmaster, ensure club news is shared online and offline through the website, newsletter and any print communication.

**Skills and attributes:**

- Excellent knowledge of the club, its structures and people.
- Good written and spoken English.
- Confident and strong communication.
- Interest in journalism and the media.
- Capable organiser for responding to media enquiries, arranging interviews, juggling deadlines and producing content at short notice.
- Comfortable using social media.