



JOB/ROLE DESCRIPTION: PUBLIC RELATIONS OFFICER

Role

To promote and publicise, in a positive way, all aspects of the Club

Skills

- Well organised and efficient
- Knowledge of the club
- IT/media publishing skills
- Confident and effective communicator

Main Duties

- Ensure wide coverage of swimming club in local press
- Produce informative and unbiased reports on swimming events / meets for the Bridport News.
- Produce informative and unbiased reports on swimming events / meets for club website.
- Liaise with meet promoters, coaches and parents attending meets to collect results for publication.
- Keep club noticeboard up to date with press cuttings.
- To follow and promote the ASA Child Protection policy.

Commitment

Ongoing weekly responsibility

Current Post Holder: Currently vacant (as at 16.01.2012)