Bonnyrigg Rose Community Football Club

JOB DESCRIPTION
PUBLICITY/MEDIA OFFICER

Job Title: Publicity Officer

Responsible to: Club Committee

Skills and Attributes Required:

- Enthusiasm
- Well organised
- Prepared to make a regular time commitment
- Confidence
- Imagination
- Good written and spoken communication

Main Duties:

1. Take responsibility for publicising the club and its events
2. Liaise with the Chair Person to promote the club
3. Build a list of local media contacts
4. Collate the results / match reports and send to the local / national press
5. Produce press releases / articles to promote and publicise the club through the media
6. Invite the press to attend club events and crucial matches
7. Keep a record of all press cuttings, radio and TV coverage
8. If unable to attend committee meetings, send a written report to the Secretary
9. Liaise with the sponsorship / events officer regarding potential sponsors

Time Commitment:_____

SIGNATURES

Publicity Officer ……
Date ……

Secretary ……
Date ……