



PUBLIC RELATIONS OFFICER **NEW STAR PATCHWAY**

Responsible to: **Secretary/Chair/Parents forum**

Role

To promote and publicise all information about your club

Skills

- Well organised and efficient
- Sound knowledge of the club
- Confident and effective communicator
- An interest or background in marketing and promotion

Main Duties

- To Promote and Publicise, in a positive way all aspects of the club
- Establish working relations with local media
- In conjunction with the secretary, produce informative and unbiased newsletters with regards to all sections within the club as and when appropriate information is available
- Report on club events (internally and externally)
- Organise non-judo social events for the relevant members of the club as requested / approved by the Parent forum

Commitment

Ongoing weekly responsibility

Benefits to Self

An opportunity to promote and establish your club within the local community

Further Development/Support

Useful Websites

Sport England	www.sportengland.org.uk
NSPCC	www.nspcc.org.uk
Volunteering England	www.volunteering.org.uk
Millennium Volunteers	www.millenniumvolunteers.gov.uk
DO-IT	www.do-it.org.uk
CSV	www.csv.org.uk
<i>Sports Coach UK</i>	www.sportscoachuk.org