

## **JOB DESCRIPTION: PRESS RELATION OFFICER**

### **ROLE**

To effectively promote and publicise the club and its members

**RESPONSIBLE TO:** Executive Committee

### **SKILLS REQUIRED:**

- Well organised and able to delegate
- Excellent administration skills
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

### **MAIN DUTIES**

- Ensure wide coverage of swimming club in local press
- Produce informative and unbiased draft reports on swimming events / meets for approval by Head coach for publication in local newspapers such as Romford recorder
- 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.
- Take responsibility for updating RTSC notice boards at both Abbs Cross and Central Park Leisure Centres with relevant club information.
- Act as an Ambassador for RTSC encouraging engagement of new parents as they become committed to swimming.
- Promote and establish the club within the local community
- Keep club noticeboard up to date with press cuttings.
- Attend quarterly committee meetings
- To follow and promote the ASA Child Protection policy.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) and the club's EAP.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson/Secretary \_\_\_\_\_ Date: \_\_\_\_\_