



## **JOB DESCRIPTION: PUBLIC RELATIONS OFFICER**

**JOB TITLE:** Public Relations Officer.

**RESPONSIBLE TO:** Deepings Swimming Club Committee

**SKILLS REQUIRED:**

- Enthusiastic and an interest/background in marketing and promotion
- Well Organised and efficient
- Ability to communicate with people
- Sound knowledge of the Club

**MAIN DUTIES**

- 1) To Promote and Publicise, in a positive way all aspects of the Club
- 2) Produce informative and unbiased newsletters with regards to all sections within the club as and when appropriate information is available.
- 3) Promote in conjunction with the Social Secretary, non-swimming social events for the relevant members of the Club as requested / approved by the DSC Committee.
- 4) Liaise with Web Site Coordinator on publicity information and results/newsletters to be publicised to ensure consistency in information and content.
- 5) Liaise with League Representatives, Open Meet Secretaries and Coaching Staff on Gala/Open Meet information and copy Records Officer in on all results/reports produced.
- 6) To follow and promote the ASA Child Protection policy and ASA Code of Ethics.

**Signatures:** Public Relations Officer \_\_\_\_\_ Date \_\_\_\_\_

Chairperson \_\_\_\_\_ Date \_\_\_\_\_