



Position Description

Communications

The Communications is responsible for the development of player's skills and as well as promoting positive attitudes to physical activity and sport in general.

Responsible to:

The Comms Manager is responsible to the Chairman of the Club.

Responsibilities and Duties

- Create and/or update and maintain a dynamic website to showcase the club
- Ensure up-to-the-minute information is presented attractively for visitors
- Make it easy for visitors to find the information they are looking for

The role:

- Create/update the website and design a navigation structure for players, opposition, coaches, volunteers, spectators, members, parents, sponsors, media and other stakeholders
- Liaise with the Communications and PR Manager and club committee to ensure club events are well publicised on the site
- Regularly update the news stories on the front page of the site, so that it feels fresh when regular users land on it
- Ensure the fixtures and results section is kept up to date
- The club's social media channels should be prominently featured on the site
- Source content and images
- Promote sponsors (where applicable)
- Ensure the site complies with the code of conduct and reflects the values of the game