



<b>ORGANISATION:</b>	<b>S-FACTOR ACADEMY</b>
Role Title:	Assistant Publicity Officer
Responsible to:	Committee/Board
Role Description:	<ul style="list-style-type: none"> <li>• Assist the Publicity officer in publicising the club, its events and members</li> <li>• Liaise with the Chair to promote the Club</li> <li>• Build a list of local media contacts</li> <li>• Collate the results/ match reports and send to the local/ national press</li> <li>• Produce press releases/ articles to promote and publicise the club through the media</li> <li>• Invite the press to attend club events and crucial matches</li> <li>• Keep a record of all press cuttings, radio and TV coverage</li> <li>• If unable to attend the committee meeting, send a written report to the secretary</li> <li>• Liaise with the Sponsorship/ Events Officer regarding potential sponsors.</li> </ul>
Skills/Qualifications/Experience:	<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Outgoing personality</li> <li>• Well organised</li> <li>• Prepared to make a regular time commitment</li> <li>• Confident and imaginative</li> </ul>