

Communications Manager Role description

The Communications Manager helps to celebrate the club's successes and generates publicity by disseminating information about the club's activities to its membership and the local community. This includes producing the club's regular newsletter, and compiling, collating and editing articles about the competitive achievements of the club's teams and individual club members, and posting these to the club's website. It also includes writing or editing articles and placing these in local media, such as local newspapers.

Responsibilities:

- Producing the club's regular newsletter, including gathering content from the club's Team Managers, Coaches and other officers, and the creation and editing of the newsletter.
- Collating results from important fixtures, such as league matches and championships, and publishing these to the club website.
- Editing reports submitted by Team Managers, Coaches and other club officers and publishing these to the club website.
- Writing news articles about miscellaneous topics and publishing them to the club website (for example, announcements of new club records, the AGM, forthcoming competitions that members may want to compete in, charity events, and so on).
- Compiling and disseminating news articles about the club's teams and athletes to local media organizations, such as local newspapers.
- Ensuring that club communications and publications, including photographs, comply with GDPR and the club's Privacy and Welfare and Safeguarding policies.
- Note that the Communications Manager is **not** responsible for Social Media, as this falls under the remit of the Social Media Coordinator.
- Note that the Communications Manager is **not** responsible for sending out email shots to the club's membership, as this falls under the remit of the Membership Secretary.

Person Specification / Knowledge / Skills:

It is desirable for the Communications Manager to:

- Have strong written communication skills.
- Have strong organizational skills.
- Have strong interpersonal skills.

- Know their way around the club – for example, it helps to know who the team managers and coaches are, who does what, and who knows what.

January 2023