



## Public Relations Officer

### Public Relations Officer

1. Rolls
2. Skills
3. Main Duties
4. Commitment
5. Benefits to Self

### 1. Rolls

To promote and publicise all information about your club



# The Killerwhales Swim Club of Havering

## 2. Skills

- Well organised and efficient
- Sound knowledge of the Club
- Confident and effective communicator
- An interest or background in marketing and promotion

## 3. Main Duties

- To promote and publicise, in a positive way all aspects of the Club
- Establish working relations with local media
- Produce informative and unbiased newsletters with regards to all sections within the Club as and when appropriate information is available
- Report on Club events (internally and externally)
- To respect and maintain confidentiality of swimmers, parents and all matters relating to the running of the Club

## 4. Commitment

Ongoing weekly responsibility

## 5. Benefits to Self

An opportunity to promote and establish your Club within the local community

Updated 25/Oct/2010