

Hillingdon Swimming Club

Role Description

PUBLIC RELATIONS OFFICER

Role

To promote and publicise all information about your club

Skills

- Well organised and efficient
 - Sound knowledge of the club
 - Confident and effective communicator
 - An interest or background in marketing and promotion
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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)
 - Organise non-swimming social events for the relevant members of the club as requested / approved by the management committee
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