



## COMMUNICATIONS OFFICER

**Objective:** To deliver clear, effective and efficient communication between the club, the players and their families, to continue to build a positive, welcoming and inclusive environment, including via social media

**Terms:** Volunteer, for a minimum of 12 months

**Time Commitment:** Approximately two hours per week (on average)

**Responsibilities include, but not limited to:**

- Maintaining a social media presence (currently via Facebook) including weekly match results and photos
- Maintaining and further developing the club's website
- Promoting the use of TeamApp with players and committee members
- Liaising with other committee members re TeamApp communications which need to be arranged and sent (e.g. key dates, fees, meeting, training details etc.)
- Promoting and advertising within the local community when the Club is seeking new players (e.g. local school newsletters etc)
- Liaising with coaches, committee members, players and families as needed
- Reporting on communications to committee, as required
- Assisting other committee members when needed

**Requirements / Skill Set:**

- Current Working with Children Check (no fee payable)
- Netball Victoria membership (fee to be reimbursed by the Club)
- Availability to attend committee meetings (usually held every 6 weeks)
- Excellent communication and ICT (information and communication technology) skills
- No prior knowledge of or experience within a committee is needed for this role
- Approachable and organised
- Good communication skills (both in person but particularly online)

**Key Relationships**

- Lakeside committee members
- Lakeside players and families