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| **POSITION DESCRIPTION – Publicity Officer** |
| **Organisation:** |  |
| **Job Title:** | Publicity Officer |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | *(Association/Club)* President |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 5 to 10 hours per week* |
| **POSITION DETAILS** |
| **Purpose**To promote netball competitions, programs and events of the *(Association/Club name)* in the local and surrounding area via the media, with the purpose of lifting the awareness of netball and the Association/Club in the local community |
| **Knowledge/Skills*** Knowledge of Social Media platforms
* Knowledge of local physical media desirable
* Capable of using or learning media and creative programs, such as Photoshop
* Access to a high quality camera, or a photographer
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| **Typical time commitment*** *Approximately 5 hours per week throughout the year, with additional hours as required*
* *Would be required to attend Association/Club events throughout the year, generally in the evening*
* *Saturday mornings through the winter season (May to September) may be required*
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| **Responsibilities and Duties*** To attend appropriate Association/Club events, competitions, championships, award nights, etc., and undertake appropriate documentation of the event
* Maintain and update the Association/Club’s social media account/s
* Liaise with local physical media outlets where appropriate
* To provide support to the Association/Club by generating ideas about how to promote events and initiatives

**Member Protection*** You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))*
* If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of team dedicated to the growth and development of *(Association name)*
* Meet and network with other volunteers and industry professionals
* Have input into the goals and objectives of *(Association name)*
* Use one’s skills in a positive and engaging way
* Develop a greater understanding of sports management structures

For further information regarding this position please contact *(Association name) (Association contact details)* |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** |