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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 | |
| **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* | |
| **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 | |
| **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*** | |