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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



GOLD
INDUSTRY
GROUP

POSITION DESCRIPTION – Publicity Officer

Organisation:	
Job Title:	Publicity Officer
Position Type:	Voluntary/Paid
Reports to:	<i>(Association/Club)</i> President
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	<i>Approximately 5 to 10 hours per week</i>

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

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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