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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*** Computer literacy
* Knowledge of Social Media platforms
* Knowledge of local physical media desirable
* Capable of using or learning media and creative programs
* Access to a high-quality camera, or a photographer
* Effective communication and good interpersonal skills
* Act with integrity, confidentiality, and objectivity
* Good organisational skills
* Positive and enthusiastic attitude
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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*** 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.

**ESSENTIAL*** At all times ensure a Child Safe environment
* Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
* Comply with the WA Working with Children Check (WWCC) Legislation which means:
	+ If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC
	+ If you fall into an WWCC exemption category, a Volunteer National Police Clearance Certificate is required.
* Promote and display the Associations/Clubs values and behaviours
* Promote netball in a positive manner
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of a team dedicated to the growth and development of *(Association/Club name)*
* Meet and network with other volunteers and industry professionals.
* Have input into the goals and objectives of *(Association/Club name)*
* Use your skills in a positive and engaging way.
* Develop a greater understanding of sports management structures.

For further information regarding this position please contact *(Association/Club name and contact details)* |

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| ***NWA-RES-31 Publicity Officer PD******This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.******Created: May 2023*** |