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