

## Tri-Anglia Role Description

**Role:** Press Officer

**Doc History:** Created 19 December 2018 version 0.01



### Responsible to:

- Committee
- Club members

### Purpose:

- Grow the profile of triathlon through the promotion and achievements of Tri-Anglia Triathlon Club so as to grow the triathlon community particularly within Norfolk and North Suffolk.

### Commitment:

- Two to three hours a week on average to achieve the purpose of the role.

### Role Responsibilities

- Generation of press release and media content for papers, radio, social media and other suitable platforms.
- Training and guiding other officers and members of Tri-Anglia in generating and coordinating content.
- Co-ordinates Club Facebook page and Twitter account
- Maintains website and content, ensuring it is up-to-date

### Skills and Qualities

- Good command of written and spoken language.
- Knowledge of social media and appropriate and effective messages.
- Sound knowledge of the club's ethos and ability to communicate it.
- Methodical and organised.
- Approachable and a good listener.
- Respect of confidentiality.
- Tactful and discrete
- Is a member of Tri-Anglia and complies with the club's Code of Conduct

### Recognition

- Following years club membership.
- Use of produced material to grow own portfolio.

### Role Appointment Acceptance – Social Media Officer

#### Appointed Social Media Officer

Signed: \_\_\_\_\_ Name: \_\_\_\_\_  
Date: \_\_\_\_\_

#### Appointing on behalf of Trustees

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

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Date:

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