



## BRENTWOOD TRAMPOLINE CLUB

This is a volunteer agreement for the role stated below and is not intended to be a legally binding contract of employment. The Club will pay the volunteer out of pocket expenses and provide suitable training as required.

The Club will also carry out adequate risk assessments and treat volunteers in accordance with its equal opportunities policy. Volunteers agree to follow the rules and policies of the Club and are requested to do their best to meet time commitments, giving adequate notice if this is not possible.

**ROLE TITLE:** PUBLICITY OFFICER  
**RESPONSIBLE TO:** THE CLUB MANAGEMENT COMMITTEE / CHAIR  
**SKILLS REQUIRED:**

- ✓ Enthusiastic
- ✓ Well organised
- ✓ Confident and imaginative
- ✓ Ability to communicate with people
- ✓ Prepared to make a regular time commitment

### ROLE PURPOSE:

To establish an ongoing publicity campaign for the Club in order to raise the Clubs profile and recruit players/volunteers/members.

### MAIN TASKS ARE TO:

1. Take responsibility for publicising the Club, its events and members.
2. Liaise with the Chair Person to promote the Club.
3. Build a list of local media contacts.
4. Collate the results/match reports and send to the local/national press.
5. Produce press releases/articles to promote and publicise the Club through the media.
6. Invite the press to attend Club events and crucial matches.
7. Keep a record of all press cuttings, radio and TV coverage.
8. If unable to attend the committee meeting, send a written report to the secretary.
9. Liaise with the Sponsorship/Events Officer regarding potential sponsors.
10. Update the website.
11. Provide articles for BG publications e.g. the Gymnast, Gymnews, local press
12. To attend meetings as follows:
  - a. Management Committee
  - b. Social, junior committee meetings
  - c. Local press as required
  - d. Competitions and events
  - e. External agencies to co-ordinate recruitment drives