



COMMUNICATIONS OFFICER

Role

The Communications Officer of the sport/society is the key information and reference point for the Club Captain/President, committee members and members. As secretary, he/she is responsible for the administration of your sport or society, as well as taking responsibility for the smooth running of your events.

Responsibilities

- 1) Liaise with the Club Captain/President to plan meetings.
- 2) Promotion and advertising of the club throughout the academic year.
- 3) Compile agendas; circulate agendas, reports and minutes to committee members.
- 4) Keep up-to-date contact details of sport/society members and regularly check membership lists with the Students' Union.
- 5) Ensure that accurate records of the sport/society's activities are kept, including meetings, events, fixtures etc.
- 6) Management of all social media channels and ensuring effective use.
- 7) Deal with correspondence to and from the sport/society and maintain and update the page on the SU's website.
- 8) Take the lead on communicating with members and ensuring that members have the opportunity to communicate back.
- 9) Be familiar with the constitution of the sport/society, any club rules and committee procedures and also the constitution, byelaws and regulations of Chester Students' Union and be responsible for ensuring that the sport/society complies with these.
- 10) Communications Officer is the first point of contact for any new members and looking after members is a key part of your role.

Skills & Qualities

- Excellent communication skills
- Enthusiasm for the role
- Good organisational skills and the ability to ensure others are well organised
- Good attention to detail and ability to keep accurate records.
- Good IT skills and ability to use electronic communication methods effectively
- Pastoral care

If you have any questions or queries, please contact your sport/society alternatively email Sarah Latham (Student Activities Manager) at s.latham@chester.ac.uk.

