

Guildford Archery Club

: Job Description

JOB TITLE: PR/Press/ Data Protection Officer

RESPONSIBLE TO: Ordinary Member

SKILLS REQUIRED:

- Well organised
- Good communication skills
- Prepared to make occasional time commitment

MAIN DUTIES:

- It is the Public Relation Officers role to promote the club in Guildford and the surrounding area and to promote the sport of Archery in accordance with the constitution.
- Liaise with the local media (TV, press and radio) in relation to news articles as and when required.
- Take responsibility for maintaining Club display boards.
- Distribute Club leaflets and posters as required in support of the Clubs development plans and activities.
- Represent the Club in the event of any media interest.
- Liaise with Normandy Parish Council, Guildford borough Council and Sport Guildford (as appropriate).
- Work with the Clubs web site office and news letter editor to review current communication arrangements and to suggest better ways in which we communicate within the Club.
- Monitor Club activity on our Official website and Facebook to ensure that only appropriate data is not being used with Members consent.
- Monitor the Archery GB web site and alert the committee (Ordinary member) on a monthly basis of any relevant communications.
- Ensure that all data kept by the Club (Membership Officer, Child protection officer and Secretary) is being held in accordance with current legislation,