

Scarboro Surf Life Saving Club

Job Description – Communications Officer



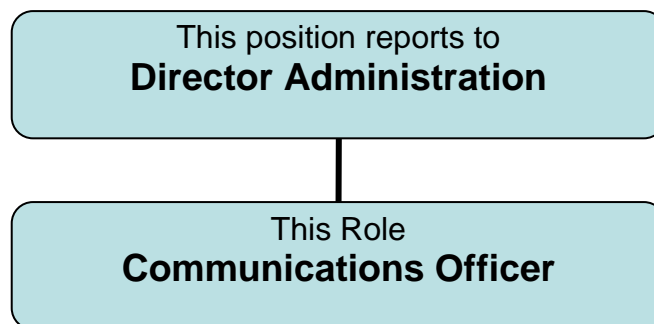
1. Position

Communications Officer – V120520

2. Position Purpose

Responsible to the Director Administration for management of the Club website, TeamApp and Social Media

3. Key Relationships



4. Approved at Board meeting 12/5/2020

5. Mandatory Requirement

Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.

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6. Major Responsibilities

- Oversight of the Club's website and TeamApp in current affairs as directed by the Board through the Director Administration
- Oversight of the delivery of social media communications to members as directed
- Annually develop and submit for approval a budget to cater for the ongoing maintenance of the Club's social media communications systems
- Liaise with Club Officers on the collection of information for posting on Club social media outlets
- Form a group of fellow members to assist as may be determined necessary
- Comply with the Club's constitution, policies and directions of the Board

6. Primary Accountability

Performance Measures

Club website kept up to date based on information received

Budget developed and submitted for approval in a timely manner

Club social media outlets seen by members as an active and up-to-date source of information

Meetings attended and reports submitted as and when required

8. Required Competencies

- Ability to work in an organized manner
 - Competent in the use of social media platforms
 - Understanding of budget compliance
 - Intermediate Microsoft Office (or equivalent) experience
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Understanding of the importance and value of accurate communication
 - Understanding of the Club's constitution and policies as applied to the records of the Club
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