

**Job Title:** Communications Coordinator

**Reports To:** Executive Committee

**Special Skills Required:**

- Highly organized
- Good report writing and presentation skills
- Sound knowledge of publishing software
- Good time management skills
- Enthusiastic
- Creative

**Duties:**

- Produce and edit clubs weekly 'bloods diary' publication
- Liaise with Marketing/promotions Officer to ensure sponsors ads are correctly displayed in the 'bloods diary'
- Liaise with team managers to ensure match reports are received in time each week