



## Position Description – Communications/Sponsorship

### OBJECTIVE:

Communications:

Responsible for managing every aspect of the organisation's website and online presence

Sponsorship:

Provides a central point for the club to lead, and develop opportunities for funding and sponsorship into the club. This may include the preparation and submission of funding bids to organisations, working with other organisations to develop joint bids and ensuring the profile of the club is maintained.

### RESPONSIBILITIES / TASKS:

Communications:

- Design and maintenance of the website
- Updating content and managing social media
- Liaise with local media outlets for new articles, etc

Sponsorship:

- Liaise with subcommittee as to ensure a streamline and uniform approach to sponsorship sourcing and servicing.
- To identify and target sources of funding for the club in association with the club's development plan
- To prepare funding bids in partnership with exec committee members as appropriate
- To ensure the carrying out the terms of any secured funding agreement to its finalisation or acquittal
- To establish and develop effective working relationships with key local funding providers
- To develop a sponsorship proposal(s) for the club in association with the club's strategic plan
- To promote and publicise any funding and/or sponsorship secured for the club through the club newsletters, website and notice board,
- Organizing artwork from sponsors
- Ensuring sponsors are invited to the club's sponsor and presentation functions at the end of the season
- Organize, attendance and associated hospitality for sponsors at Senior (Men's & Women's) or Junior events for core sponsors
- Updating content and managing social media on electronic platforms
- Liaise between the Exec Committee and/or Sub Committees to ensure any relevant content is uploaded onto the website
- Liaise with external parties (for example the host server company) in the event of an issue with regards to our web presence.

### RELATIONSHIPS:



- Reports to the President, Treasurer and relevant sub committees

**ACCOUNTABILITY:**

- The Communications/Sponsorship is accountable to the President