

MARKETING, COMMUNICATIONS AND SOCIAL MEDIA OFFICER

- Focus on the co-ordination & delivery of regular and consistent internal and external communications via a Communications Plan.
- Manage club website, email marketing, digital marketing and all social media channels to enhance the membership and visitor experiences including a members' survey on an annual basis.
- Work closely with Membership and Marketing Officer and Fundraising and Social Events Officer to in particular to ensure a consistent and positive support structure around marketing, communications and social activities.
- Provide a written report for each Management Committee meeting

DESIRABLE ATTRIBUTES

- Digital Marketing & Social Media experience/background.
- Excellent communications skills & experience working with multiple communication channels.
- Good IT skills including knowledge of Wordpress
- Proficient in communication planning.
- Be available to provide the necessary commitment to the role for at least 3 years