



Position Description – Canteen Coordinator

Last updated October 2025

Job Title: Publicity Officer

Reports To: Executive Committee

Key Skills & Abilities:

- Well-developed communication skills.
- Excellent organisation skills.
- Ability to delegate tasks.
- Ability to liaise with external parties.
- Throughout computer and social media knowledge.

Responsibilities & Duties:

- To attend appropriate Association events and undertake appropriate documentation and promotion of the event
- Maintain and update the Association's social media accounts and website
- Support the Association by generating ideas about how to promote events and initiatives
- Being the communications contact person for club members and media to gather and present articles
- Working with the Secretary to present articles for the regular newsletter
- Writing media releases to highlight key activities / stories
- Liaising with the committee about media opportunities

Other Requirements of the Role

- ☐ Induction Training
- ☐ Police Check
- ☐ Working with Children check
- ☐ Other Training As Identified