COMMUNICATIONS OFFICER
Role & Responsibilities

Rule 11.5 states: “The COMMUNICATIONS OFFICER shall be responsible for co-ordinating Association communications within and beyond the Association. This shall include social media and the website, publicity and press liaison, providing a point of contact for public enquiries and sources of materials for use by the Association Members for displays, exhibitions, local publicity etc. The Communications Officer shall normally chair the Communications & Public Relations sub-committee.”

The Communication Officer is a Charity Trustee under the Charity Act.

The Role

The Communications Officer provides press liaison, a point of contact for public enquiries and a source of material (physical and digital) for use by the Association members for publicity communications relating to events, displays, exhibitions etc.

Specific responsibilities

- Act within, and promote, the Rules and Policies of the Association, particularly (but not limited to) regarding:
    - Health & Safety, Privacy, Standard of Conduct, Safeguarding, Risk Management, Complaints and Delegation
- Arrange press releases, interviews and photo/filming opportunities where necessary regarding the Association via TV, radio and local press, including use of social media sites within and external to the Association.
- Answer enquiries from ringers, public, press and clergy whilst liaising with the senior Association Officers.
- Support publicity and where possible, attend the Essex Ringing Course.
- Provide (or delegate) via written report of the AGM to The Ringing World and the Association Newsletter.
- Provide (or delegate) a written report of the Striking Competition Finals to The Ringing World and the Association Newsletter.
- Provide (or delegate) a written report of the Annual Dinner to The Ringing World and the Association Newsletter.
- Provide (or delegate) a written report of the Association Training Day for the Association Newsletter.
- Keep the Secretary and Master FULLY informed of actions and seek advice BEFORE making any press releases or acting on behalf of the Association.
- Keep the Association’s display boards and materials in good order, updating where necessary, and to allow the membership to borrow these when required.
- Keep the District “PR in a box” materials up to date and replenished as required.

Trustee and Management Committee Meetings

- Attend Trustee and Management Committee meetings.
- Provide written reports as requested.

- Carry out any decisions and actions arising from those meetings.

Comms and PR Sub-Committee

- Schedule and chair sub-committee meetings.
- Report on sub-committee activities.
- Submit requests for funding to update PR materials as necessary.
- Regularly review and update where necessary associated strategy and policy documents.

Other

- Write other PR related articles for the Newsletter.
- Provide a written report for the Annual Report.
- Liaise with the Association Webmaster as appropriate.