



Crowborough Tri Club Communications Officer

Role Description

January 2023

Communications Officer Role Description



Role: Communications Officer

Responsible to: Club Chair

Position Overview

The champion of internal communications with club members and promotion of the club externally including sharing initiatives and celebrating what we do as a club.

Main Duties and Responsibilities

- To be responsible for the management of the club's website and social media.
- To be responsible for the management of club communications including a club newsletter - ensure that distribution lists are up-to-date ensuring that current membership is included.
- To manage the club's database of members information held, including the removal/archiving of data in accordance with the club's privacy policy.
- Update the club calendar to record club training & events.

Relevant Skills and/or Aptitudes

- Computer literacy
- Organised
- Methodical
- Respect of confidentiality
- Tactful and discrete

NAME (please print)	M. A. SIDGWICK		
British Triathlon Membership number			
SIGNED	M. A. Sidgwick	DATE	27/2/23