



Broadmeadow Magic Youth Football Club

Committee Roles

Job Title:

Communications Manager

Objective:

To ensure that all club communications are coordinated and in accordance with the decisions of the Operational Committee.

Responsibilities:

- Updating website
- Weekly operational communications regarding fixtures and results
- Coordinate promotions seeking volunteers
- Manage volunteer roster system and coordinate with Canteen Lead and Game Day Coordinators
- Recommend to the committee a Strategic Communications Strategy including but not limited to promoting the values of BMYFC to attract the best talent in each age group
- Communications with Northern NSW Football on promotional opportunities
- Coordinate with Senior Club on senior game day exhibition opportunities
- Set standards for communication with parents for coaches and managers
- Assist in the drafting of key messages for player recruitment
- Attend monthly club committee meetings.

Accountability:

- The Communications Manager is accountable to the Operational Committee.

Essential Skills:

- Great Communicator in verbal, written and public relations
- Enthusiastic and well organised.
- Strategic thinker
- Honest and trustworthy.

The estimated time commitment required as the Communications Manager is up to 2 hours per week