



Job Advert

Job Title:

Marketing and Communications Officer

What is the role?

The Marketing and Communication officer is an important part of the club because it promotes the activities with the aim of increasing membership, raise income or improve the club's reputation.

Main Responsibilities

- Raise the profile of the club in the community (both internal and external).
- Talk to / build a relationship with the local media.
- Work alongside the treasurer to source club sponsorship.
- Secure a budget for the club's marketing/promotional activities, in association with the Treasurer
- Ensure the club website and social media feeds provide up to date and relevant information
- Correspond with NTU marketing's assistant on club events
- Attend the committee meetings and the Annual General Meetings (AGM)
- Review the Club Development Plan ensuring completion
- Arrange a handover or succession planning for the position
- Have an understanding of the NTU support and well-being services available to club members and how to signpost members to them **where necessary**.

Links to courses:

Art and design
Media and Journalism
Management
Business
International Relations

Students studying these courses have said that undertaking this role has given them a greater understanding of their course and relevant work experience.

What skills do you need to be able to do the role?

Creativity and innovation
Knowledge of the media
Good verbal and non-verbal communication
Enthusiasm for new ideas

Skills you will develop:

- PR
- Interpersonnel Skills
- Communication Skills

Training you will receive:

- Marketing and Communications Officer training led by NTU Sport
- Mental Health First Aid

Are there any perks?

- Support from NTU Sport Development Officer / Head of Sport
- Credits towards Acceler8 award
- HEAR recognition
- A key role within NTU Sport
- Opportunities for voluntary and paid journalism work within NTU Sport covering key events such as BUCS big weekend or Varsity.
- Committee T-shirt

How to nominate yourself:

You need to be a fully paid member of the NTU Sport Club you are nominated yourself for.

Go to the NTSU website click here

Youtube clip of how to nominate yourself:

<https://youtu.be/SGKMaPY8R-o>.

Expectations

Attend committee training on 25th or 26th of April