



Communications & PR Manager

As the Communications & Public Relations Manager, you spread the good news of rugby. You promote the club and our interests to members and the wider public which raises our profile and ultimately our success. It also boosts the popularity of the game which will lead to more members.

Ideally, you'll need to be:

- A good communicator
- Passionate about rugby
- Media savvy
- Efficient and a quick thinker
- Meticulous over the details
- A team player

What you'll do:

- Raise the profile of the club to internal and external audiences
- Maximise publicity for the club's games, events and activities
- Liaise with local and national media – press, TV, radio, web etc.
- Oversee internal channels like the club newsletter, website, welcome packs and notice boards
- Communicate results of every home game immediately
- Manage hospitality for visiting journalists and VIPs
- Keep up-to-date on the latest happenings in the club and community
- Give brief verbal reports of matches and interviews where necessary
- Write detailed reports of matches
- Oversee the club archive of records and photos

How much time it will take up:

- Around 3-4 hours a week depending on the status of the club.

What you'll get out of it:

- You'll be the voice of the club; its profile is under your watchful eye. As the person with the lowdown on matches and other club activity, you'll make lots of new contacts in the sports and journalism arenas, raising your own profile by association. The more you involve people in the club, the more you'll get out of the role.