



Gorleston Lawn Tennis Club
The Pavilion, Orde Avenue
Gorleston, Great Yarmouth, NR31 6SZ
Email: enquiries@gorlestontennisclub.co.uk
Website: gorlestontennisclub.co.uk

GLTC - Communications Co-coordinator

The role of the Communications Co-coordinator is to promote the place to play to the wider community with a view to widening the communities' awareness, attracting new players and members or even attracting sponsorship.

What makes a good Communications Co-coordinator?

- Good communication skills
- Ability to write interesting and informative press releases
- Good IT skills to make sure quality newsletters and information can be produced
- Regular access to a computer
- Regularly attend and have a good understanding of all aspects of the programme and activities

Roles and Responsibilities

- To raise the profile of the place to play locally (in the community) and in the county
- To be available to talk to/build relationships with the local newspaper, radio station and magazines i.e. the local media - the better the relationship with the local media the more chance you have of coverage
- Make sure the website and information on the website is kept up to date
- Promote the place to play, events and news on the LTA places to play self service site
- Write press releases for distribution to local papers and magazines
- Produce a regular newsletter

Estimated Time Commitment

10 management committee meetings per annum, 1 AGM, other meetings as required

2 hour per week throughout the year

Key Relationships

Coach, Team Captains, Management committee, Local Press, Sports Editor, Place to play Sponsor, LTA, County LTA Office

This job description was approved by the Committee on 17/10/11