



Oxfordshire Netball Development Board

Committee Role Profile

COMMUNICATIONS OFFICER

Introduction

The following role profile is not intended to be comprehensive, nor is it an expectation that potential volunteers will possess all the skills/personal qualities listed. However, the Communications Officer will require some leadership skills.

The role of the Oxfordshire Development Board Communications Officer is held by the elected official for two years.

This role profile should be read in conjunction with the Oxfordshire Netball Management Committee – Roles, Skills and Personal Qualities document which outlines the requirements of all ONBD officers.

The Communications Officer role is to:

- Report to the Chairperson
- Be responsible for publicising Oxfordshire Netball, its news, and events.
- Support the member engagement strategy.
- Oversee Oxfordshire Netball's website and social media administration.
- Oversee and keep up to date the ONDB and league netball boards at central venue.
- Liaise between EN, South Region, Registered Member Leagues, subcommittees and the ONDB.
- Prepare a report of the year's activities for the AGM.
- Represent Oxfordshire Netball at the South Region Communication TSG.
- Champion the ONE Awards within Oxfordshire.

Skills/Personal Qualities of the Communications Officer:

A Communication Officer is required to have good communication, interpersonal and leadership skills. This role will suit someone with initiative and drive who is able to work in partnership with others, is good at teambuilding and can delegate.

An aspiring Communication Officer will need to be willing to chair meetings with external providers of platforms and other media platforms and ensure that decisions are taken and followed up. They will need to be strong networker with knowledge of Oxfordshire Netball's key networks and be prepared to speak clearly and succinctly as the public face of Oxfordshire Netball.

The Communication Officer will ideally have some experience of social media/website administration or photo/video editing.