|  |  |
| --- | --- |
| **Role** | **Communications and administration co-ordinator.** |
| **Role purpose** | To co-ordinate, manage and maintain club systems and media. |
| **Responsible to** | Management committee through the chaiperson. |
| **Duties** | 1. Manage the club Gmail account & respond to general enquires, allocating emails as appropriate to other club members. 2. Manage the club Web Collect, ensuring necessary fees are collected for advertised events, training or equipment hire. 3. Maintain records of Lake Session participants, ensuring all fees have been paid. 4. Provide the administration for both club Facebook Accounts, ensuring appropriate access and usage. 5. Assist the club secretary with maintaining accurate membership lists. 6. Maintain, review and update the club website when required. 7. Manage the club G-Drive, ensuring accurate records and appropriate access are maintained, particularly relating to personal information and only retaining information as long as necessary and proportionate. 8. Assist Committee with any other matters when required. |
| **Qualities** | Good communication skills.  Excellent I.T. Skills.  Excellent organisational skills.  Proven experience of good records management skills, ensuring the accuracy and security of personal information.  Effective problem solving skills. |