



<b>JOB TITLE:</b>	<b>Communications Coordinator</b>	<b>JOB CATEGORY:</b>	<b>Volunteer</b>
<b>REPORTS TO:</b>	<b>Executive and General Committee members</b>		
<b>POSITION TERM:</b>	<b>1 Year</b>		
<b>TIME COMMITMENT:</b>	5 hours per week		
<b>APPLICATION TYPE:</b>	<b>Nominate to AGM for vote</b>		

#### **JOB DESCRIPTION:**

As a vital member of our team, the Communications Coordinator plays a key role in connecting the club, our members, and the wider community. This is a dynamic and rewarding position, perfect for someone who loves engaging with people and sharing good news!

#### **OBJECTIVE**

- Facilitate and deliver clear communication of important SLNC updates across the club's social media channels and relevant team pages

#### **RESPONSIBILITIES**

- Effectively manage the Club's social media and create Team Facebook Groups, with Executive Committee support as needed.
- Responding promptly and warmly to direct messages on social media platforms, with assistance from the Executive Committee as required
- Actively monitoring and moderating social media feeds and comments to foster a positive online environment
- Proactively sharing updates about upcoming events, game days, wet weather plans, and general club news to keep everyone informed and excited
- Collaborating with other Committee members to ensure timely, clear, and effective communication
- Maintain a positive, community-focused presence on social media by engaging with and promoting posts from WDNA, other clubs, and local Greater Springfield groups
- Ensure an understanding of media and photograph policy is adhered to and relevant measures are in place

#### **KNOWLEDGE/SKILLS**

- Excellent communication skills
- Strong understanding of social media platforms
- Strong writing skills
- Well organised, and discreet
- Proficient in utilising Canva for design and content creation.

#### **PERSONAL ATTRIBUTES**

- Well organised and able to work in an orderly manner
- Dedicated Club person who is ethical, honest, and trustworthy
- Abide by Club policies and procedures applicable to this role

#### **OTHER**

- Must have a Working with Children Card (Blue Card) if over 18, or an eligible Exemption card.

<b>NOTES:</b>	For further information regarding this position please contact Netball@Springfieldlakesnetballclub.com		
<b>REVIEWED BY:</b>	Jess Preston & Melissa Snell	<b>DATE:</b>	7/11/2025
<b>APPROVED BY:</b>	Belinda Lynch	<b>DATE:</b>	7/11/2025
<b>LAST UPDATED BY:</b>	Amy Culley	<b>DATE:</b>	5/11/2025