



Publicity Officer

Publicity/ Social Media/ Website Officer

Is responsible for creating, maintaining, and enhancing the reputation of the Centre. Through monitoring, maintaining and development of a Centres website and Centres social media presence, by using social media applications to promote the Centre including but not limited to Facebook, Instagram, Twitter and YouTube.

Roles and Responsibilities:

- Maintain the Centre's social media sites/channels to ensure all posts are accurate and appropriate and add new information as advised by any authorised member of the Committee.
- Maintain the Centre's website to ensure all information on the site is accurate and add new information as advised by any authorised member of the Committee.

Various duties of the Publicity Officer may include:

- Develop the Centre social media presence
- Promote Centre events
- Engage with followers via posts
- Work with the Centre Committee to create relevant content
- Promote Sponsors