



Buckinghamshire County Ladies Golf Association

JUNIOR PUBLICITY OFFICER – ROLE DESCRIPTION

Responsible to:	BCLGA CJO
Purpose of post:	To publicise all junior events in the county via various channels, including a regular newsletter.

Key Tasks
<p>With contributions from other members of the Junior Committee, produce a Junior Newsletter twice a year and circulate to girls, Club Delegates and any other interested parties.</p> <p>Monitor the County Facebook Group, adding information as needed and ensuring all posts meet published guidelines.</p> <p>Ensure the safety and welfare of the girls within the County and to raise any concerns regarding a girl's welfare or an adult's behaviour with the County Junior Organiser or County Welfare Officer as appropriate.</p>

The Junior Publicity Officer must:
<p>Read and understand BCLGA Safeguarding Children and Young People Policy and Procedures.</p> <p>Read and sign BCLGA Code of Conduct for Coaches and Volunteers and agree to always abide by it.</p> <p>Have good communication skills, especially with young people.</p> <p>Be computer literate.</p>