



Kent Disability League

Media Officer

Job Title: Press, Marketing & Communications Officer
Responsible to: League Committee

Skills and Attributes Required:

- Enthusiastic
- Written and oral skills
- Reporting media such as Word, Publisher etc
- Web authoring skills
- Well organized
- Prepared to make a regular time commitment
- Confident
- Creative
- Good written and spoken communication

Main Duties:

1. Weekly reports for local media
2. News items for league website
3. News items for County FA website and magazines
4. Sourcing advertising for league publications/website
5. Attend both Junior and Adult tournaments
6. Liase with Secretary, Results Secretary, Press and County FA, Club Secretaries
7. Circulation list for news items should include league sponsors, partners, etc
8. Several County FA's now have a Marketing and Communications Officer- ensure a clear line of communication with this person
9. IT Functionality, Full-Time – functionality for producing news items.

Time Commitment: 5+ hrs week

If you are interested then please send your CV and covering letter to Chairman@kentdl.co.uk

Chairman
Brian Gray
4 Oyster Close, Sittingbourne
Kent, ME10 2ED
E: Chairman@kentdl.co.uk

Secretary
Steve Lancaster
8 Hereford Gardens, Birchington
Kent, CT7 9TE
E: Secretary@kentdl.co.uk

Treasurer
Brenda Osborne
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Charter Standard Officer
Tony Newington
23 Evehill Road, Littlebourne
Canterbury, Kent, CT3 1TE
E: Charter.standard@kentdl.co.uk

Child Welfare Officer
Lorraine Humm
Gallagher Stadium
James Whatman Way, Maidstone
Kent, ME14 1LQ
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