



## **Communications Officer**

Summary: The Communications Officer is responsible for updating the website and administering the social media aspect of PTC. The role requires system knowledge and computer skills.

Reporting to: The Chairman

Responsibilities:

Providing the appropriate access to the Google Drive to the committee members and also adding and omitting posts.

Moderation of Messenger (adding and removing members to the group)

Moderation of Facebook posts (business adverts, abuse and inappropriate posts)

Updating and maintaining the website, particularly managing the events and work associated with events so this involves working closely with the event manager.

Adhere to GDPR compliance:

[https://www.britishtriathlon.org/britain/documents/data-protection/gdpr\\_clubs.pdf](https://www.britishtriathlon.org/britain/documents/data-protection/gdpr_clubs.pdf)