



## **VOLUNTEER ROLE DESCRIPTION**

### **Introduction**

Suffolk Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Suffolk Tennis.

Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Suffolk are also supported by the County but are not voting members. The management of Suffolk Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several sub committees responsible for specific aspects of County Tennis.

The vision and mission of SuffolkTennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion, and encourage people from all backgrounds and experiences to apply to join Suffolk Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

## **Marketing/Communications Officer Role Description**

### **Overview of the Role**

The Marketing/Communications Officer is responsible for raising the profile of the Association and its activities to current members, parents, the local community and local media.

### **What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Developing and delivering a marketing and communications plan
- Raising the profile of the association and opportunities to play, coach and volunteer in the local community
- Considering how to improve the image and profile of the association
- Putting in place regular communications with stakeholders (email, notices, online etc.)
- Obtaining coverage of events with local media
- Overseeing a sub group to manage web site content and social media

### **Skills and experiences needed for the role**

- Approachable and friendly
- Excellent communication skills – verbal and written
- Good IT skills
- Creative and enthusiastic
- Good ambassador for the venue



### Training and support available

Before starting in this role, you will receive training from a committee member who will go through the process with you. You will receive ongoing support from the committee

### Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 2 hours per week
- You will need to attend committee meetings, approximately 6 - 8 per annum, and the AGM
- A visible presence representing SLTA at events and tournaments will be necessary occasionally

### Further Information

- This role does not require a DBS check