

CLUB RECRUITMENT OFFICER – Cambourne Exiles RFC

Main purpose of role: To be responsible for recruitment and retention of players and members.

Actual duties involved:

- To liaise with the club committee & members to develop and implement recruitment campaigns.
- To liaise with the advertising officer and press officer to increase the profile and visibility of the club in the community.

Liaison with:

- Executive Committee
- Club members & volunteers

The Post Holder will be responsible to : The Executive committee

Meeting to attend:

- Executive committee meetings if appropriate
- Annual General Meeting if appropriate

Estimated time commitment: On average 1-2 hours a week

Term of role: Appointed for 1 year, to retain the role for a maximum of 3 years.

Benefits: Associated expenses will be reimbursed from club funds as approved by the committee and directed by the Treasurer

Other information: Good IT skills & communication skills essential