

# GAY OUTDOOR CLUB

## Role Description

### Communications & Engagement Officer

#### **Introduction**

This is a new role, established in January 2026. It's purpose is to take strategic responsibility for member communications & engagement across the club, on behalf of the Board, including overseeing and supporting any volunteers involved in such roles. Currently no one trustee has such overall responsibility on behalf of the Board, for what is a key area club strategy and in which several club volunteers are involved.

The role holder should be a trustee and member of the Board - this is considered essential. The Charities Act defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity.

#### **1. Aim**

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up. This document seeks to define the key responsibilities of the role and provide clarity on the personal skill and experience required to fulfil it successfully.

#### **2. Associated Documents**

This Role Description and person specification should be read alongside our [Articles of Association](#), our generic [Board Member role description](#) and other information on the [Governance & Committee](#) page of our website.

#### **3. Role Description**

3.1 Taking strategic responsibility for how we work together to *“engage members and support & empower volunteers, to promote volunteering and leadership at all levels across the club”* [[Our strategy](#) #4]

3.2 Sharing strategic responsibility with the Website & IT manager for how we work together to *“improve communications, internally & externally, by investing in our website & IT infrastructure and our magazine & publications, and using them well”* [strategy #6]

3.3 Sharing strategic responsibility with other trustees and the Board as a whole for how we work together to *“Ensure good governance and sound financial management”* [strategy #7]

3.4 Overseeing and supporting other Communications & Engagement volunteers in their work, including:

- Membership Engagement Officer – engages with the membership regularly, encourages and supports members to engage with each other and take up volunteer roles with the club
- Magazine Editor – edits GOC's magazine, Outdoors, dealing with all articles and event reports
- Magazine Proof Reader – Proof reads the magazine prior to printing

- Magazine Cover Designer – designs the outside and inside covers of GOC's magazine, Outdoors
  - Archivist – maintains the club's archive of magazines, articles and photos
  - Any other volunteers that may be helpful and forthcoming, eg: to work on digital publications, video and podcasting, social media management and support of website discussion forums, member histories and digital archives.
- 3.5 Liaising and collaborating with other trustees & Board members with a role to play in member Communications & Engagement, including:
- Group Liaison officer – contact for GOC Group Coordinators
  - Inclusion and Diversity Officer – responsible for promoting Inclusion and Diversity
  - Marketing Officer – chairs the Marketing committee
  - Partnership Officer – manages relationships with national partners and promotes & supports partnership working across the club
- 3.6 Working with Communications & Engagement volunteers and other trustees & Board members to produce an annual Communications & Engagement plan and budget to be approved by the Board

#### **4. Person Specification**

The person needs to be a competent administrator, ideally able to regularly attend the Annual Outdoor Gathering at which the AGM is always held. They must have an open, friendly and welcoming approach and be polite at all times, even when dealing with a difficult situation, and be able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.

#### **5. General Qualities**

Need to be a good communicator and able to have an understanding of how members interact with the organisation.

#### **6. Specific Skill and Experience**

We welcome responses from any & all club members, regardless of your time in GOC or your background, and we are keen to support interested members to develop their skills as needed. Experience of communications, publications, member engagement, team leadership and/or volunteer management would be a distinct advantage.

#### **7. Appointment and Resignation**

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees' terms of office are for one year only, and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Office holders who are not trustees are appointed by the board. Trustees and other office holders may resign at any time.

24/01/2026

Version 1.3 (draft)

*To be reviewed and updated as appropriate from time to time, with the input of candidates and/or post-holders.*