



British Judo Association Western Area

VACANCY NOTICE – NEWSLETTER EDITOR

Subsequent to the departure of our 'Newsletter Editor' Kathy Bevan a vacancy has arisen

Main duties:

- Edit and prepare a 'Newsletter' which represents Judo in the Western Area.
- Liaise with County Chairmen and Clubs within the Western Area as necessary to produce a 'Newsletter'.
- Print and distribute paper copies 4 times per annum to all Western Area Registered Clubs and selected others
- Attend all Chair meetings – currently 4 times per annum

Qualifications/Experience:

- Previous experience of producing a newsletter will be an advantage
- Previous use of Microsoft or any other 'Publishing' package.
- Must be in possession at all times during the tenure of the post a BJA Licence (BJA Membership)

Responsible to:

- Western Area Chairman/Executive Committee.

Skills Required:

- Ability to communicate both verbally and in writing with groups and individuals.

Pay: This role attracts an 'Honorary' which is negotiable.

Expenses: In accordance with the Western Area Finance Policy Guidelines.

All applications are to be in writing giving previous/relevant experience.

Closing Date for applications: 27 Feb 2015

All applications/enquiries are to be in writing, including a cover letter, with full CV (no Emails) to:

Mr David Allen
BJA Western Area Chairman
'Woodleigh'
Bassetts Gardens
Exmouth
Devon
EX8 4EE
Tel No: 01395 277664

Note: All volunteers and those having an 'Honorary' working within the BJA Western Area are encouraged to work to high standards and adopt recognised best practice where possible. In addition, they should be aware of and adopt The British Judo Association policy and guidelines, some of which are outlined below:

- Codes of Conduct for volunteers
- Child protection guidelines
- Equity policy statement

Further information on BJA Policy can be found at www.britishjudo.org.uk