

Job Description

Media Manager



JOB DESCRIPTION	
Job Title	Media Manager
Salary	Dependant on experience
Location	Primary base is Rodney Parade, Newport.
Hours of work	40 hours week; Normally Monday to Friday, 9am to 5pm, with work required on matchdays.
Responsible to	General Manager
Responsible for	Media Assistant
Contractual Status	Permanent, Full Time (subject to 6-month probationary period)
Role Summary	To play a fundamental role in raising the profile of all football and non-football departments of Newport County AFC in implementing and facilitating the smooth running of all media operations through the facilitation using a range of platforms promoting the Club across the social and digital networks together with the production of marketing materials such as Match Day Programmes, Websites and Social Media Channels.
Key Relationships	<ul style="list-style-type: none">• General Manager• Board of Directors• Football Manager• Club Secretary• Head of Ticketing• Commercial Manager• Community Team• Dragons Rugby/Rodney Parade• English Football League (EFL)

Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> • Lead on all media output. Plan, produce and deliver content across all platforms, including website, YouTube and social media channels. • Main Club Contact for EFL and other relevant authorities for Media related queries. • To organise pre-match media interviews/conferences, liaising with the Manager for the availability of both players and Manager for conferences, and distribute invitations to media organisations accordingly. • Organise match day media facilities and accreditation requests from local, national and international media organisations. • Produce and co-ordinate the official match day programme from planning stage through to production and completion. • Manage the Club's various media initiatives, ensuring the production quality remains high throughout. • Liaise with the Clubs various Departments to positively maximise the brand and relations within the community and wider sporting audience. • To undertake other duties as reasonably requested by the Club's General Manager and board of directors.
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PERSON SPECIFICATION			
Requirements		Essential	Desirable
1	A degree related to the role, i.e Sport or Media.		✓
2	Minimum of 1 years' experience in a similar role	✓	
3	Experience within Football or Sports media environment.		✓
4	Flexibility and availability to work on a matchday.	✓	
5	Willing to work in high pressure situations and to strict deadlines.	✓	
6	Track record of managing and developing staff within their team.		✓
7	Track record of effectively managing a small department.		✓
8	Develop excellent and effective relations with local and national media partners, commercial partners, supporters groups	✓	
9	Ability to devise and create exciting and engaging content.	✓	
10	Experience of utilising traditional tools (press, networking etc) as well as new tools (social media, blogs etc).	✓	
11	Experience with relevant graphics/video software such as Adobe Creative Suite.		✓
12	Full clean driving liscence.	✓	

Safeguarding Statement

Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

Relevant information and / or documents will be distributed as part of the recruitment process.

Equality & Diversity Statement

Note that we are seeking to diversify our workforce in particular by ethnicity, gender and sexual orientation and would encourage applications from these demographics

Newport County is committed to promoting a diverse and inclusive community – a place where we can all be ourselves. We will support staff from different backgrounds to create the best environment for us all to prosper together