



Job Description

Job Title: Graphic Design and Media Apprentice

Department: Media and Engagement

Key Contacts Internal: Media Manager, Head of Operations, Commercial Manager, Club Media Volunteers

Key Contacts External: ACT Course Assessor, Supporters, Local & National Press, The FA, The EFL, The FAW

Location: Based primarily at Newport County AFC's Main Office located at Spytty Park, Newport, NP19 4RA. However, you may be required to work at the Club's other sites including, Rodney Parade, Lliswerry School, and Newport Live venues.

Hours & Salary: 30 hours per week, salary based upon Apprentice NMW.

Role Responsibilities & Key Duties

Graphic Design

- To generate engaging graphics for the Club's website (in-line with Club's branding)
- To generate engaging marketing graphics (adverts, leaflets, posters)
- To ensure all graphics and images on the website are within brand guidelines
- To create graphics for social media (match related)
- To create graphics for other Club activities and promotions (i.e. ticket promotions)
- To point fans towards the work of other branches of the Club (i.e. Community, Academy)

Video Content

- To develop engaging video ideas varying in pitch and content to be published on the Club's YouTube and iFollow platforms.
- Film and edit video content for the Club's YouTube and iFollow platforms.
- To increase the number of subscribers to the Club's iFollow account.
- Film exclusive interviews with players and coaching staff
- Ensure suitable coverage of U18 Academy game highlights are uploaded to the Club's media platforms
- Promote the live game video feed for fans living outside the UK.

General

- To assist with basic admin tasks if required.
- To assist with Match Day Programme content developing and other media related tasks.
- To write basic, informative website articles (if required).

Personal Specification

Skills, Knowledge & Experience	Essential	Desirable
Excellent grasp of IT and ability to adapt to new programs easily.	✓	
Previous experience of running Social Media pages for a Club, business, or fan group.		✓
Previous experience of Twitter Analytics, Google Analytics, or similar.		✓
Ability to create interesting and engaging graphics for social media	✓	
Ability to create engaging content for official Club videos.	✓	
Experience of working with editing software such as Premier Pro, Open Shot, Final Cut Pro.		✓
Experience of working to deadlines	✓	
Experience of filming and editing short films/ videos.	✓	
Flair for graphic design and using Photoshop.	✓	
Experience creating designs for a business, event, fan page or similar.		✓
Experience of dealing with customers.		✓
Attitude/Behaviours		
Takes responsibility for ensuring a high quality, professional standard of work.	✓	
A genuine team player who will support other members of staff.	✓	
An adaptive individual who can cope well in when working to deadlines.	✓	
Personal Qualities		
Hardworking and enthusiastic	✓	
Creative but able to meet a brief	✓	
Understands the importance of confidentiality	✓	
Personable with good customer service skills.	✓	
Interest in Football		✓

Apprenticeship Framework

During your employment with the Club you will undertake an Apprenticeship Framework in IT User Skills Level 3, which will be delivered by the Clubs Training & Education Partner ACT.

During your apprenticeship you will be visited at your workplace once a month for approximately two hours. In addition to this you will be set approximately four hours' worth of work to complete prior to your next engagement date.

Your learning journey will cover a broad range of elements that include ways to increase productivity, image editing, video editing as well as other technical skills that you will receive training for.

For most of the units on offer, you will have the option of sitting an assignment or using a portfolio of evidence.

For each of the Essential Skills qualifications there is a formal assessment that involves group work. To facilitate this, you will be required to attend one of ACT's centres to sit these assessments. This will involve a minimum of three workshop visits for the duration of this course.

If you already have GCSE or equivalent qualifications you may be exempt from this element of the course.

Application Process

Interested applicants should write to or email to the Club outlining their skills and experiences in the form of a C.V., as well as a Cover Letter outlining their suitability for the role.

The deadline for applications is 9am on Monday 28th May 2018.

Interviews will take place in the week commencing 4th June 2018.

Application Postal Address: Newport County AFC, Newport Stadium, Velodrome Way, Newport, NP19 4RA.

Email Application: office@newport-county.co.uk

Newport County AFC is committed to being an equal opportunities provider and welcomes applicants from all members of the community.