



POSITION DESCRIPTION

Job Title	MEDIA MANAGER
Responsible to	General Manager and Chief Executive Officer
Behaviours that Build Relationships with	Players, football staff and administration staff
Job Description	
Location	Northfleet, Kent
Working pattern and Work base	You will be required to work flexible hours including weekends and evenings to fulfil the duties of the role.
Summary	<p>Ebbsfleet United FC are looking for a Media Manager to join the team and improve the Club's Media Department.</p> <p>The position will be working with the Social Media team, digital and online content staff to deliver the Club's digital, video and match day media requirements.</p> <p>The position will be required to work all match days, home and away.</p>
Objective of the role	<p>As the Media Manager, you will be responsible for:</p> <p>MATCH DAYS:</p> <ul style="list-style-type: none"> • Prepare all aspects of media requirements. • Set up scoreboard with graphics, sponsors and digital content. • Liaise and coordinate opposition and league media allocations. • Produce printed team sheets for media and hospitality guests. • Produce digital graphics for social media posts. • Produce scripts and matchday play lists for Stadium Announcer. • Prepare match reports for the website and social media channels at the conclusion of each match. <p>DIGITAL CONTENT:</p> <ul style="list-style-type: none"> • Create a highlights package to be uploaded to social media in a timely manner. • Film, prepare and upload pre and post-match interviews for each match in a timely manner. • Create and upload digital content to the Club's website and social media channels.

	<p>SOCIAL MEDIA:</p> <ul style="list-style-type: none"> Oversee and post content on the Club's official social media networks. <p>LEAGUE:</p> <ul style="list-style-type: none"> Liaise with the National League and ensure compliance to competition rules and regulations. <p>MISCELLANEOUS:</p> <ul style="list-style-type: none"> Create, upload, and manage content for the Club's media hub located at Ebbsfleet International Train Station. Ensure Club's Audio-Visual equipment is maintained and ready for use during events at the Club. Manage the online ticketing portal and provide reports leading into match days. Coordinate and deliver live Fan Forums through social media channels. Coordinate the website and online shop. Coordinate a team of interns to support the delivery of the Club's media requirements.
Person Specification	
Qualifications and experiences	<ul style="list-style-type: none"> At least 3 years previous experience in a similar position. Bachelors degree in communications/media or related (desired).
Skills required	<ul style="list-style-type: none"> High level of IT Skills Proficiency in using software MS Office suite, Adobe InDesign, and Adobe Premier Pro. Proficiency in using web-based programs to manage online services and online payments such as Wordpress, Stripe, Foo Events and Woo Commerce. Proficiency in using CRM portals such as MailChimp.
Personal Qualities	<p>What are we looking for in the right candidate?</p> <ul style="list-style-type: none"> An excellent communicator, presents professionally and has good interpersonal skills Willing to be 'hands on' and brings a positive 'can do' attitude Good work ethic Understands the flexible work nature of the industry Able to work in a team Be agile and able to adapt to different and changing situations Have the drive and enthusiasm to set high standards and achieve team objectives The ability to work calmly under pressure The ability to work safely and effectively

	<ul style="list-style-type: none">• To always adhere to confidentiality and data protection procedures• The ability to show initiative, be proactive and work independently
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Ebbsfleet United FC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role. All appointments will be made on merit of skill and experience relative to the role.

If you are interested in the role, please email a copy of your CV and a covering letter to careers@eufc.co.uk.

The cut-off date to apply for this role is Friday 30 June 2023.