

Kickstart Scheme jobs template

Kickstart Scheme Application ID (10 characters beginning with KS)	
Job vacancy title	Media Assistant
Company name	Morecambe Football Club
Company postcode	LA4 4TB

Job summary

To assist the Head of Media and Communications in raising the profile of all areas of Morecambe Football Club, including the First-Team, Academy, Community Sports and Events.

To support in the efficient day-to-day running of the department through the attendance and facilitation of meetings, good working relationships internally and externally, and the production of materials including social media content, matchday reports, video and website content.

Main responsibilities

- Produce & source content for the Morecambe FC website.
- Produce & source content focusing on the Morecambe FC Academy matchday, including pre-match, during match and post-match content.
- Produce & source content for the Morecambe first-team and events, where needed.
- Film and edit content for YouTube and other official digital media channels.
- Answer and provide a first response query to incoming media enquiries regarding the Academy.
- Ensure all policies and procedures are adhered to.
- Active participation in continuing professional development.
- Promote the brand identity and increase the Morecambe Academy fan base through positive service delivery.
- Act at all times with utmost good faith to the club and the company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work with colleagues throughout Morecambe Football Club to extend knowledge and skills in order to identify and develop best practice.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.

Essential skills, experience and qualifications

Experience/Knowledge

Essential

- Excellent written and spoken English skills.
- The ability to cope well under pressure well and be able to meet deadlines.
- Interpersonal skills – must be a consistent team performer and able to forge excellent working relationships.
- Have a polite and courteous manner and a personable approach.
- Energetic and forward thinking.
- Can offer solutions to problems, using initiative and common sense.
- Confident, positive and happy speaking / interacting with people.
- Be organised and have good time management skills
- Reliable and dependable at all times.
- Honest, reliable and trustworthy.

Desireable

- Access to a vehicle (full driving license)
- Previous experience working in or around football.

Safeguarding

- To have due regard for safeguarding and child protection policies, including the welfare of children and young people.
- All Employees are subject to DBS checks, with our safeguarding officer.

Hours per week	25
Working pattern	Working days will include evening and weekend matchdays. To be discussed with applicant.
Hourly rate of pay	National Minimum Wage

Employability support

Training and development

Access to a learning programme specific to the media industry, and support to gain the skills and experience needed to undertake all duties required.

Kickstart participants will receive the same level of support as any other member of staff at the Club/Community Foundation. This will include, but not be limited to;

- Needs analysis, looking at areas the individual will want to develop and improve
- CPD undertaken as a mandatory element, including Safeguarding, but also awards and qualifications linked to the NCS programme
- Regular reviews with manager
- Appraisal after three months
- Employability skills and job readiness coaching
- Mentor sessions
- Induction

If your vacancies are in more than one location, please complete a separate row for each

Where is this job based?	No of jobs at this location	When do you want to start advertising this job?	Maximum number of referrals you wish to receive per job	Is public transport available to this location?	Full address and postcode of the job location	Contact name, email and phone number for this job	Closing date for applications	How to apply	Anticipated start date for this job
Morecambe FC	1 or 2	Asap	20	Yes	Morecambe FC, Mazuma Stadium, Christie Way, LA4 4TB		Until successful applicant has been appointed	Via Job Centre, and then a CV & application form sent to recruitment@morecambefc.com	