



Volunteer Role Description

Job Title	Media Officer
Department	Women's
Reports to	Women's General Manager
Responsible	N/A

Purpose of role

To play a key role in supporting the Women's media team. You will work with all staff and players to create engaging content across all platforms, including social media, the club website, and matchday programmes. This role is essential in helping to increase the visibility and engagement of Peterborough United Women's Football Club and its activities both on and off the pitch.

Main Duties

Duties

- Work with the women's media team to effectively promote the club
- Assist in producing high-quality written, video, and photographic content for the club's digital platforms, including match previews, reports, interviews, and behind-the-scenes features.
- Support the management of the club's social media channels (X, Instagram, etc.) by posting updates and helping to grow the club's online following.
- Assist in matchday duties, including live social media updates, photography, video filming, and interviewing players and staff.
- Promote the club's events, community projects, and partnerships through creative media content.
- Contribute fresh ideas for engaging content that helps grow the club's media presence and fanbase.
- Ensure the safeguarding of all young people within the women's throughout all areas of work
- Support the development of a positive culture within the club
- Maintain a safe environment for everyone at all times

Other responsibilities

- Be available to travel to other sites outside of their region (if required)
- Be aware of the PUFC policies, procedures & best practise so that concerns of non-compliance can be raised at all times e.g. Safeguarding, Inclusion, Diversity
- Work within the company processes (People, Finance, Training, Estates and Marketing Team). Seek advice & guidance if required ensuring employees and processes work seamlessly together
- Always ensure GDPR compliance
- Attend meetings, training and professional updating as and when required
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Self-assess and work on own personal and professional development

In addition to these responsibilities carry out such duties as may reasonably be required. The above duties are a guide to the nature of the work required & are not intended to reflect all tasks associated within the role.

Person Specification

These are the attributes you need to be considered for this role. All criteria are essential unless stated as desirable only. To be considered for working at PUFC we expect you to share and demonstrate Our Values. These are a key part to you getting the most out of work at Peterborough United Football Club.

Experience & Qualifications

- FA DBS check
- FA Safeguarding Children Workshop

Skills and personal attributes

- A passion for football
- Well-presented and professional
- Able to use IT effectively
- Accuracy and attention to detail including good written and verbal skills
- Experience using social media platforms and creating content
- Basic knowledge of photography and video editing tools
- A good eye for detail and creativity
- Ability to work as part of a team and independently
- Flexible availability, especially on matchdays (weekends and evenings)
- Ability to build excellent working relationships
- High level of integrity and discretion
- Strong work ethic with a can-do attitude with drive and self-motivation
- Ability to own issues to resolution

What We Offer

- The opportunity to gain experience in a professional football environment
- Access to exclusive events and matchdays throughout the whole club
- Networking opportunities with players, coaches, and media professionals
- A chance to be part of the exciting growth of women's football

Please note that applicants must already have the right to work within the UK.

Hours

Voluntary - training sessions on Wednesday 5:30-7:30pm and matchdays on Sundays (usually 2pm kick-offs).

If you're enthusiastic about creating dynamic media content and want to contribute to the success of Peterborough United Women's, we'd love to hear from you.

How to Apply: Please send your CV and a brief cover letter outlining your suitability for the role to sam.winch@theposh.com

Deadline: Friday 18th October 2024 (5pm).