



TORQUAY UNITED ASSOCIATION FOOTBALL CLUB

Plainmoor Stadium, Plainmoor, Torquay, TQ1 3PS

Vacancy : Media and Communications Officer

Torquay United Association Football Club are looking to recruit a Media and Communications Officer to join our team at Plainmoor.

The Role will be to deliver engaging communications and content across our website and social media channels and to be fundamental in assisting the smooth running of all media operations, including but not limited to, press releases, club website, social media channels, internal radio and video.

The ideal candidate will have a strong understanding of the football media industry with the confidence and ability to work in front of a camera and on the microphone as well as providing daily written content across the Club's media platforms. A strong understanding of social media and knowledge of video editing software would be a distinct advantage.

Key Duties:

- To run the website and produce engaging content for the website and social media such as interviews and general news.
- To organise press conferences and interviews for home and away matches.
- To present and promote an appropriate public image at all times in representing the Club in carrying out duties within the role.
- Must be willing and able to travel to stadiums throughout the UK in order to provide coverage of the team's away matches.
- Must be proficient in Photoshop, and able to produce media graphics of a high standard as required.
- Must possess good camera and videography skills, and be willing to cover in the absence of main post holders.
- Subject to initial training as required, must prove to be capable and willing to set-up and contribute to the Club's internal TUAFC Radio station, including providing commentary as required.
- To keep up to date, so far as necessary, for the efficient executing of the job, with new procedures and techniques.
- Undertake when necessary work in other areas of the football club, including commercial activities and office administration as required.
- Must be a team player, and be of a positive, committed and enthusiastic outlook.

Hours Monday-Friday 9.00am - 5.00pm based at Plainmoor plus matchdays. The role involves working every matchday both home and away. Hours for home fixtures are 11.30am - 6.00pm. Away fixtures to suit the role.

Salary: Dependent on experience

Equality Code of Practice – Torquay United AFC is committed to providing equal opportunities in everything we do, ensuring we provide fair and non-prejudicial access in all aspects of the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. No discrimination of any kind is therefore tolerated.

W: www.torquayunited.com **T:** 01803 328666 **E:** reception@torquayunited.com
Registered Office and Ground: Plainmoor, Torquay, TQ1 3PS | Company Number: 00175954



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Qualifications (Essential):

Good standard of maths and English to GCSE's or 'O' levels

Use of own vehicle, full clean driving licence

Experience (Desirable):

Minimum of one years' experience within media & PR or similar role

Previous experience in radio broadcasting

Skills & Knowledge (Essential):

Be highly competent when using cameras / in videography, as well as editing content

Be proficient in the use Photoshop, and able to create graphics of a high standard

Excellent understanding of written English and able to communicate effectively

Qualities (Essential):

Keen interest in football. Experience within a football or sports media environment would be an advantage.

Excellent Communication Skills

Experience within a fast paced dynamic environment

Excellent timekeeper and possess a proactive 'can-do' attitude

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