



## Volunteer Media Assistant

St Ives Town Football Club relies on its volunteers to perform a number of duties both on a matchday and during the week which cover many areas ensuring the club can run smoothly.

Within the network of volunteers is our media team which plays a key and vital role with the operation of the club. The team currently consists of three people namely the Director of Public Relations, the Director of Marketing and a Media Assistant and it is this post which will become vacant at the end of the current season.

The full role specification is below, but the Media Assistant will be expected to perform a variety of duties ranging from writing articles for the website and social media, assisting with post-match interviews with the management and players, assisting with the compilation of matchday highlights and ensuring maximum exposure of the football club to the local community and beyond.

Availability for first team home matches throughout the season both on a Saturday afternoon and Tuesday evening is essential to performing this role to its maximum. Attendance at away matches is not essential but the successful applicant can attend as a club media representative if they so wish.

### **Role Description:**

- To write the weekly match preview for the club website
- Contribute material to the online matchday programme
- Be proactive in identifying new and refreshing news stories and features from the club.
- Assist with the post-match interviews of the manager and players
- To liaise with any external media who are in attendance on matchday ensuring their requirements are met.
- To assist the Director of Marketing with the management of social media and editing of matchday highlights.
- Ensure that all teams at the club (ie first team through to reserve, youth and ladies) are getting adequate media coverage.
- Ensure that good relations are maintained with established media outlets.
- To contribute to the overall media and communications strategy at the club

Candidates should have a passion for football and have experience of a similar position elsewhere either in football or another sport. Alternatively, you may be keen on developing an interest in media or you may be a student who is currently studying sports journalism or marketing and who wishes to work at a local non-league club to gain experience. All applicants should be proficient in the use of social media, have strong written and communication skills and enjoy working as part of a team. This is a fantastic opportunity for someone to join the backroom staff of a friendly, community based football club.

Anyone wishing to apply should in the first instance contact either Andrew Dunn or Ollie Jones (details below).

Andrew Dunn  
Public Relations Director  
St Ives Town Football Club  
07956 025009  
[dunnandrew@hotmail.com](mailto:dunnandrew@hotmail.com)

Ollie Jones  
Marketing Director  
St Ives Town Football Club  
07513 041006  
[ojones.sitfc@gmail.com](mailto:ojones.sitfc@gmail.com)