



Media Assistant

Job Title	Media Assistant
Type/salary	Part time, work experience
Application closing date	Friday 17 July 2026
Start date	Immediate

About Boreham Wood Football Club

Boreham Wood Football Club is an ambitious, community-focused football club with a proud history and a strong reputation for professionalism both on and off the pitch.

We are seeking enthusiastic, creative and highly organised Media Assistants to support the club's media and digital communications. This is an exciting opportunity for individuals with a passion for football and media to contribute to the club's digital presence and help showcase Boreham Wood Football Club across a range of platforms.

The role will be based at the club's Meadow Park stadium, so the successful candidates will be expected to live within a reasonable commute from the stadium.

Role overview

The Media Assistant will support the delivery of engaging content across the club's digital channels. Working closely with the Media Manager and alongside the First Team, Academy, Commercial and Facilities departments, as well as the club's Community Trust, the successful candidate will assist with the day-to-day media operations, helping to produce professional and engaging content that enhances supporter engagement and promotes the Boreham Wood FC brand.

The role requires flexibility, including regular evening and weekend work to cover matches and club events.

Roles and responsibilities

- To assist with creating and publishing engaging content across the club's website, social media channels and other digital platforms.
- To capture high-quality photography and videography at First Team, Academy, Commercial and Community Trust fixtures and events.
- To assist with producing video content including match highlights, pre- and post-match interviews, behind-the-scenes features and promotional material.
- To write match previews, reports, club announcements and feature articles for the club's digital platforms.
- To support live matchday coverage across social media, including live updates, photography and video content where appropriate.
- To assist with coordinating media activities involving players, coaching staff and club officials.
- To help support media requirements on matchdays, including liaising with opposition media teams and accredited media where required.

- To support the delivery of commercial and marketing campaigns by creating engaging promotional content.
- To assist with the production of matchday programmes, printed materials and digital publications.
- To help monitor social media performance and audience engagement, providing insights where appropriate.
- To assist with the creation and distribution of email campaigns to supporters, sponsors and stakeholders using the club's email marketing platform.
- To maintain an organised archive of photographs, videos and other media assets.
- To ensure all content complies with League, FA and broadcasting regulations where applicable.
- To undertake any other reasonable duties to support the club's media operations.

Essential

- Working towards a degree in media, communications and/or journalism
- Previous experience within a professional sports environment
- Previous experience using Adobe Creative Suite (particularly Premiere Pro and Photoshop)
- Must have a strong understanding of social media platforms and audience engagement
- Must be reliable and organised
- Must be able to communicate effectively with senior management and colleagues
- Must have an open-minded and flexible work ethic

Desirable

- At least three years' experience within a professional sports environment in a similar role
- Full UK Driver's License

How to Apply

If you are a creative and motivated media professional looking to play a key role at an ambitious football club, we would love to hear from you.

Please send your CV and a covering letter outlining your relevant experience and why you are interested in the role to careers@borehamwoodfootballclub.co.uk, stating **'Media Assistant'** in the subject line.

The closing date for applications is Friday, 17 July 2026. Applications will be reviewed on a rolling basis, and Boreham Wood Football Club reserves the right to close the vacancy early should a suitable candidate be appointed. We therefore encourage interested applicants to apply as soon as possible.