



Media Manager

Job Title	Media Manager
Type/salary	Full time, entry level, salary commensurate of experience
Application closing date	Friday 17 July 2026
Start date	Immediate, subject to candidates notice period

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 an enthusiastic, creative and highly organised Media Manager to lead the club's media and digital communications. This is an exciting opportunity for someone with a passion for football and media to shape the club's public image across all digital 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 Manager will be responsible for planning, creating and delivering engaging content across the club's digital channels. Working closely with the First Team, Academy, Commercial and, Facilities departments, as well as the club's Community Trust, the successful candidate will oversee the club's day-to-day media operations, ensuring consistent, professional and innovative communications that enhance supporter engagement and promote 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 lead the club's media and communications strategy across all digital platforms.
- To plan, create and publish engaging content for the club's website, social media channels and other digital platforms.
- To produce high-quality photography and videography at First Team, Academy, Commercial and Community Trust events.
- To produce regular video content including match highlights, pre- and post-match interviews, behind-the-scenes features and other promotional material.
- To write and publish match previews, reports, club announcements and feature articles.
- To oversee and manage live matchday coverage across social media, including match updates, photography and video content where appropriate.
- To coordinate media requests and interviews with players, coaching staff and club officials.
- To coordinate media requests for matchdays from external stakeholders, building positive working relationships with opposition media teams, as well as local, regional and national media outlets.

- To ensure all club communications reflect the club's values, branding and commercial objectives.
- To support commercial and marketing campaigns across all departments by creating promotional content.
- To assist with the production of matchday programmes, printed materials and digital publications.
- Where appropriate, monitor social media trends, audience engagement and performance analytics, providing regular reports and recommendations to senior management.
- To plan, write, design and distribute regular email campaigns to supporters, sponsors and stakeholders using the Club's email marketing platform.
- To maintain an organised archive of photographs, videos and media assets.
- To ensure all content complies with League, FA and broadcasting regulations where applicable.

Essential

- Hold 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 Manager**' 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.