
Media Assistant

Start Date: ASAP
Reports To: Danny Hunter (Chairman), Charlie Hunter (Chief Executive Officer) and Nicole Cox (Media Manager)

Summary: Boreham Wood FC are an ambitious, community focused Football Club, who compete in the Vanarama National League. Since our promotion the National League in 2015, we have steadily become an established National League club, year-on-year competing for play-offs at Non-League's top table. The club enjoyed a historic 2018/19 campaign, securing fourth place in the National League and reaching Wembley Stadium, in the Promotion Final, whilst in 2019/20 the Club made it to the semi-finals of the play-offs losing to eventual play-off winners Harrogate Town.

The successful candidate(s) will be responsible for contributing to the day-to-day running of the Football Club's media output, reporting to the Chairman, Chief Executive Officer and Media Manager. We are looking for an enthusiastic and driven individual(s) with excellent written, media and communication skills to help the club and its Sports & Education programme to continue to grow its online presence.

The role will be based at the Club's Meadow Park ground, this is an excellent opportunity to work at a vibrant and continuously growing Football Club in the National League.

Roles & Responsibilities: -

- Assisting in the maintenance of the official website of Boreham Wood FC, including producing interesting written content on news and Club events/initatives
- Assisting in the running of the Club's official social media platforms. These include Twitter, Facebook and Instagram
- Work alongside the Boreham Wood FC's Academy staff to ensure regular and exciting coverage of our unique Sports and Education Programme
- Create exciting videography for the Football Club and its highly successful Sports & Education programme. This includes idea generation, production, filming, editing etc.
- Oversee, produce and edit written content for Boreham Wood FC's matchday programme, working alongside our printing partner and their design team
- Create, design and write content for periodic Club and Academy newsletters
- Promoting the Club's community initiatives, sponsorship partnerships and facilities in a positive light
- Pre and post-match interviews with the club's First Team Manager, players and when required, the Club Chairman

- Attend all Boreham Wood FC league, cup and pre-season fixtures to generate online content for the website, social media and BWFCtv
- Organise media arrangements for Boreham Wood FC home fixtures. These can include liaising with outside press, creating seating plans for high-profile matches, answering queries and ensuring the smooth running of our scoreboard
- Other tasks as required

Experience: -

Essential:

- Working toward a Bachelor's degree in a relevant field such as Communications or Journalism
- Strong written, audio/visual and interpersonal skills
- Strong organisational skills
- Comfortable with working outside of 'traditional' office hours to meet the requirements of fixtures and Club business
- Experience using Adobe Photoshop, InDesign and Premiere Pro

Desirable:

- Experience of working in a professional sports environment
- Full UK Driving Licence

If you would like to apply for the position, please email your current CV to BWFC Media Manager Nicole Cox on ncoxbwfc@gmail.com stating '**Media Assistant**' in the subject line.

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