

# CAMBRIDGE UNITED

## JOB VACANCY

COMMUNICATIONS  
OFFICER

### Job Description

<b>Job Title:</b>	Communications Officer
<b>Reports to:</b>	Head of Communications
<b>Salary:</b>	£18,000-£21,000 PA
<b>Hours:</b>	40 hours a week including the majority of all first team fixtures and ad-hoc events where required. Flexible approach to working hours.
<b>Location:</b>	Based at the Abbey Stadium, with occasional duties at the Club's First Team Training Ground and other locations around Cambridgeshire for ad-hoc events. Flexible approach to working location during the week.

#### Role Summary:

The Communications Officer for Cambridge United will work closely with the Head of Communications to contribute with visual, written and digital content for the Club's Official Website, Social Media channels and Digital Matchday Programme.

The primary focus for the ideal candidate will be in visual content design and they must be able to showcase their ability to produce engaging and striking visual content for the football club to use across its departments and channels.

In addition to this skillset, the ideal candidate will be expected to support the Head of Communications by contributing to the Club's written and video content, in addition to all other media and marketing duties.

The successful applicant will be required to deputise for the Head of Communications on occasion, and able to lead the department throughout a range of situations, such as covering First Team fixtures, holding Press Conferences with the Media and running the Club's official channels.

#### Key Job Responsibilities:

- Create striking and engaging imagery for the Club's website and Social Media channels
- Work with the Head of Communications to develop a visual brand for the wider club and specific departments to implement
- Support the Head of Communications to provide written content for the Club's website and Digital Matchday Programme
- Provide exposure of the Club's activities across all departments on the Cambridge United website and social media channels
- Represent the Club in a Media capacity at First Team fixtures, working alongside the Club's Matchday Media Team
- Assist in the management and facilitation of the Club's press relations, including assistance in the management of media obligations for players, staff and other stakeholders
- Work with Club partners on commercial activations
- Assist the Head of Communications with all other Communications, Media and Marketing duties
- Deputise for the Head of Communications when required

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### General Accountabilities:

- Be responsible for your own safety and not endanger that of colleagues/visitors to the workplace
- Work in compliance with the Codes of Conduct, Regulations and policies of the Club, and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards

### Key Skills & Personal Specification:

- Excellent written and verbal communication skill
- Creative mind-set
- Commitment to creating first-class, accurate and engaging content
- Ability to produce high level imagery through Adobe Photoshop
- Calm and flexible approach
- Ability to respond and react to deadlines that arise at short notice
- Strong interpersonal and listening skills
- A willingness to take on and learn new tasks and skills
- Highly trustworthy with confidential information
- Commitment to quality and continuous improvement
- Full Clean Driving License

### How to Apply:

To apply for this role, please send your CV and a cover letter, plus any relevant examples of work to Dan Branowsky at [dan.branowsky@cambridge-united.co.uk](mailto:dan.branowsky@cambridge-united.co.uk).

Cambridge United are equal opportunity employers and welcome applications from all sections of the community.

The deadline for applications is Friday 18<sup>th</sup> June at 10am.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment