



Swindon Town Football in the Community Trust

In the Heart of the Community

The Community Office, The County Ground, County Road, Swindon, Wiltshire SN1 2ED
Tel: 01793 421303 | Mob: 07966 305320 / 07901 570236 | Soccer Centres Tel: 07919 112982

www.stfc-fitc.co.uk



Media & Administration Officer Job Description / Specification

Job Title	Media Administration Officer
Reports to	Head of Trust and Senior Football Development Officers
Responsible for	The Trusts media output via video, print, written word and online platforms and also general Trust administration.
Location	Based at the Swindon Town Football in the Community Trust office and some travel to Community Trust activities and events
Hours of Work	40 hrs per week which requires flexibility to work some evenings and weekends as required.
Contract	Full time starting ASAP: Initially a 1-year contract with the view to make the position permanent.
Job Purpose	To enhance the impact the charity has on the local community via the power of media content. Effective administration of Trust activities.
Remuneration	£17,000 - £20,000
Closing Date	Monday 22 nd January
Interviews	Monday 29 th January

About Us:

Swindon Town Community Trust is a dynamic and progressive charity working with a wide spectrum of the community. We offer sports participation, health, education and social inclusion projects to give people the opportunity of enhancing and improving their life choices. We aim to engage and inspire people of all ages as well as unite the communities in which they live.

Job Summary:

Working collaboratively with the Head of Trust and Senior Development Officers the successful candidate will implement the Trusts media policy. We are seeking someone who is knowledgeable about the workings of a charity as well as a professional sporting environment. They will need to excel in the areas of video production, print, written word and social media. We will expect the successful candidate to be able to engage with online users on a daily basis and greatly increase our online presence within our target demographic as well as connecting with other associated organisations. The candidate will also be responsible for some elements of the Community Trust administration.





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This isn't a 9:00am-5:00pm job, so commitment, passion and a love of knowing that you will be making a difference is going to be vital to your success within this role.

Qualifications / Skills / Experience Required

Journalism / media and communications degree or equivalent Ability to produce high quality and creative content across video, print and written word

Ability to manage and develop the Trusts website and social media platforms

Ability to promote and enhance the reputation of the brand via various media outlets in line with Trust policy

Ability to plan and organise effectively to coordinate our media output in line with Trust requirements

Ability to maximise our customer experience via our media outlets Experience of marketing and producing promotional material

Ability to produce powerful case studies and other evidence to demonstrate impact to funding providers

Ability to produce creative ideas to engage with people in the local community Passion for working for a charity based in a professional sporting environment

Ability to work on own initiative or as part of a team

Ability to prioritise workloads and deadlines

Approachable with a flexible & positive attitude

Enthusiastic & have a pro-active approach to working unsociable hours

Knowledge and understanding of child protection issues

Have held a full clean driving licence for more than 2 years with access to own transport

If you are interested and can demonstrate that you have the necessary skills and experience outlined above, please send your CV and covering letter to Jon Holloway jon@stfc-fitc.co.uk

This post is subject to an enhanced DBS check, validation of references & completion of a probationary period.

