**NOTTS COUNTY FOOTBALL CLUB – VACANCIES**

**JOB TITLE: Assistant Journalist**

**REPORTING TO: Media & Communications Manager**

**CONTRACT: Permanent – subject to 3 months probationary period**

**HOURS OF WORK: Nominal 40 hour working week**

**Purpose of the role**

As the Assistant Journalist you will report to the Media & Communications Manager to support the smooth running and development of the club’s media and communications function.

You will edit the matchday programme, attend all first-team matches and write varied content for club channels, while also being on hand to assist other departments within the club.

**KEY RESPONSIBILITIES**

* Work closely with, and support, the Media & Communications Manager to ensure an efficient, successful media and communications function. Carry out tasks delegated by the Media & Communications Manager, ensuring all deadlines are met
* Edit the matchday programme, ensuring all contractual obligations relating to the publication are met and displaying excellent attention to detail with proof-reading, etc.
* Play a crucial role in the media department’s matchday operations (home and away), including match reporting and live social media updates
* Assist with the management of the club’s social media channels
* Interview players and staff
* Lead on coverage of the club’s academy
* Monitor the media email inbox, passing on messages to relevant people/departments when required
* Assist other departments, such as marketing and commercial, when appropriate

**Technical specification**

* Must possess a relevant further education qualification, such as a Journalism degree
* Excellent writing skills
* High-level IT skills
* A full UK driving licence and own car (preferred)

**PERSON SPECIFICATION**

* Enthusiastic, team orientated, hard working, resilient, reliable
* Professional, both in terms of communication and appearance
* Able to manage multiple projects at one time
* Excellent attention to detail
* Have drive, commitment and tenacity to succeed – and a sense of humour!
* The ability to work to tight deadlines
* Structured and well organised
* Flexible approach to work and working hours
* A willingness to learn new skills to enhance capability within the role

**Other**

The Assistant Journalist’s role is intended to encompass all of the above responsibilities but these are not intended to be either exclusive or exhaustive and therefore the successful post holder will be required and expected to undertake other and additional tasks and responsibilities as the role evolves. The taking on of additional roles and responsibilities does not create or change the character of the post.

**HOW TO APPLY**

If you wish to apply for this role please submit a CV, covering letter and a 500-word preview of Notts County’s 2018-19 Sky Bet League Two season to Nick Richardson, Media & Communications Manager at Meadow Lane, Nottingham NG2 3HJ or by email to nick.richardson@nottscountyfc.co.uk before the closing date.

**CLOSING DATE**

* The deadline for all applications will be close of business (5pm) on Friday 13 July 2018.
* Any applications received after this date will not be considered for the role.
* Applications must be supported by a letter detailing why the applicant believes they are a suitable candidate for the post and be accompanied with an up to date CV.

The appointment of the successful candidate will be subject to two professional/personal references to the satisfaction of Notts County Football Club.

Notts County Football Club is an equal opportunity employer. Notts County Football Club is committed to ensuring equal opportunities, fairness of treatment, dignity, work life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. The employer aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassments and in which all decisions are based on merit.

It is Notts County Football Club’s policy to treat all workers and job applicants equally and fairly irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age or disability.