



Job Description: Digital Content Executive

Job Title	Digital Content Executive
Department	Media – Reports to Head of Media & Marketing
Key Contacts Internal	Head of Media & Marketing, CEO, Club Secretary, Head of Retail & Ticketing, First Team Head Coach
Key Contacts External	The EFL, The FA, Stevenage FC Foundation
Location/Requirements	Based at Stevenage Football Club Offices located at The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH, with occasional duties from time to time at the Club’s First Team Training Ground and Academy
Hours/Remuneration	40 hours per week including attendance at all first team fixtures and ad-hoc events where required
Job Purpose	<p>Reporting directly to the Head of Media & Marketing the purpose of the role shall be to assist with written, design and video content for the Club’s official website, social media channels, digital matchday programme and eNewsletters.</p> <p>Candidates will develop a working relationship with the Club’s players and staff and have a strong focus on engaging and entertaining our supporter base in a 24/7 approach.</p> <p>Additional duties will include identifying and activating PR opportunities to enhance the Club’s brand within the local community, as well as on a national and international level</p>
Key Responsibilities	<p>Develop creative and engaging content for the Club’s website and social media channels, including text, graphic and video media.</p> <p>Assist with the production of the Club’ Interactive Digital Matchday Programme.</p> <p>Support with the promotion, coverage and review of the Club’s fixtures.</p> <p>Provide support, exposure and promotion of the Club’s day-to-day activities across all departments, as well as its Official Charity Stevenage FC Foundation.</p> <p>Lead on the development of the Club’s video content, identifying new themes and mediums.</p> <p>Support the revenue generation of the Club’s digital assets.</p> <p>Deputise when required for the Head of Marketing & Media.</p>





Personal Specification: Digital Content Executive

Qualifications	Essential	Desirable
1 – Valid full (UK) driver’s license	✓	
2 – Undergraduate Degree in Media/Design/Sport		✓

Skills, Knowledge & Experience		
3 – High level of social media, content creation and creative writing skills	✓	
4 – Ability to work under pressure and hit deadlines in unsociable hours	✓	
5 – Strong ability in Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro)	✓	
6 – IT Skills to include the ability to use Microsoft Office (Excel, Word, Outlook)	✓	
7 – Knowledge of content management systems (CMS)		✓
8 – Experience of working in the football/sport industry		✓
9 – Strong communication skills	✓	
10 – Accurate timekeeping skills	✓	

Attitude/Behaviours		
11 – Takes responsibility for ensuring a high quality of work	✓	
12 – Genuine team player who will support and motivate other members of the team	✓	
13 – Adaptive individual who can cope well in high pressure situations	✓	
14 – Proven ability to multi-task and develop multiple projects	✓	

Personal Qualities		
15 – Hardworking and enthusiastic	✓	
16 – Meticulous attention to detail	✓	
17 – Understands the importance of confidentiality and integrity at all times	✓	
18 – Loyal and committed	✓	
19 – Seeks to learn and develop daily	✓	





Application Process: Digital Content Executive

Application Instructions	Interested applicants should write or email the Club outlining their suitability for the role in the form of a Cover Letter and submit a copy of their CV. Application Postal Address: Stevenage Football Club, The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH Email Applications to: alfied@stevenagefc.com
Application Deadline	Tuesday 26th April 2022
Interview Date	Wednesday 27th April 2022
Role Start Date	May 2022

Employability Statement	Stevenage Football Club is committed to being an equal opportunities provider and welcomes applicants from all members of the community. Should you require assistance with your application please contact the Club in advance of your submission.
Equal Opportunities Statement	Stevenage Football Club is an equal opportunities employer and staff will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin. Further training on Anti-Discrimination and Inclusion is available to all.
Safeguarding Statement	Stevenage Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. Relevant information and / or documents will be distributed as part of the recruitment process.

