



STEVENAGE FOOTBALL CLUB

Stevenage FC Ltd
The Lamex Stadium
Stevenage
Herts; SG2 8RH
01438 223223

www.stevenagefc.com | www.borotickets.co.uk | info@stevenagefc.com

Job Description: Media & Marketing Intern

Job Title	Media & Marketing Intern
Department	Media - Reports to Head of Media & Marketing.
Key Contacts Internal	Head of Media & Marketing, CEO, Club Secretary, Head of Retail & Ticketing, First Team Coach, First Team Staff.
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	8-12 hours per week plus all home & selected away matches, and other events when required.
Job Purpose	<p>Reporting directly to the Head of Media & Marketing and assisting with written and video content for the Club's official website, social media channels, digital matchday programme and email marketing campaigns.</p> <p>Candidates must have <u>strong creative and reporting written skills</u>, supporting and covering the Club's fixtures and day-to-day activities.</p> <p>Assisting with the production of PR opportunities to enhance Stevenage FC's reputation in the local community, nationwide as well as online.</p>
Essential Skills	Understanding and good practice of Social Media platforms (Twitter, Facebook, Instagram, YouTube) and Microsoft Office (Word, Outlook, Excel).



STEVENAGE FOOTBALL CLUB
The Lamex Stadium, Broadhall Way, Stevenage, Herts; SG2 8RH
Company No: 2901467 VAT No: 396 873 483





Personal Specification: Media Internship

Qualifications	Essential	Desirable
Skills, Knowledge & Experience		
1 – High level of social media, content creation and creative writing skills.	✓	
2 – Ability to work under pressure and hit deadlines in unsociable hours.	✓	
3 – Understanding of Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro).		✓
4 – IT skills to include the ability to use Microsoft Office (Excel, Word and Outlook)	✓	
5 – Experience of working in the football industry.		✓
6 – Strong communication skills.	✓	
7 – Accurate timekeeping skills.	✓	

Attitude/Behaviours	Essential	Desirable
8 – Takes responsibility for ensuring a high quality of work.	✓	
9 – A genuine team player who will support and motivate other members of the team.	✓	

Attitude/Behaviours	Essential	Desirable
10 – An adaptive individual who can cope well in high pressure situations.	✓	
11 – A proven ability to multi-task and develop multiple projects.	✓	





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

Application Process: Media & Marketing Intern

Application Instructions	<p>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.</p> <p>Application Postal Address: Stevenage Football Club, The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH</p> <p>Email Applications to: alfied@stevenagefc.com</p>
Application Deadline	Wednesday 7th July 2021 at 5pm
Interview Date	Thursday 8 th July 2021
Role Start Date	July 2021

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	<p>Stevenage Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.</p> <p>Relevant information and / or documents will be distributed as part of the recruitment process.</p>

