



Huddersfield Town AFC – Content and Media Relations Executive

£18,000 per annum

35+ hours per week (including match days)

Permanent

An exciting opportunity has arisen within our Marketing and Communications department for a talented individual to assist with content production and to be a first point of contact for external press enquiries.

Reporting to the Content Manager, in this role you will provide a comprehensive communications service to the organisation, creating engaging content for our fanbase, and other audiences as required. The post holder will also manage the day-to-day relationship with members of the media, including responding to external media enquiries. This is a varied role in which you will have the opportunity to develop and enhance content on our communication channels and develop your experience in a high-profile organisation, in which you will be supported to fulfil your potential.

Educated to degree level or equivalent in a relevant discipline, you will also have excellent IT skills and the ability to navigate social media and other online platforms. The fast-paced nature of the role and the organisation necessitate high-level planning and time-management skills, and a creative and flexible approach to work.

Previous experience in a similar role and a genuine interest in marketing and communications are essential, combined with the ability to work on your own initiative and with minimal supervision. You would be joining an established team, therefore, the ability to work collaboratively with team members is essential.

The successful candidate will be expected to be a positive ambassador for Huddersfield Town AFC, and to liaise with a wide range of stakeholders in a consistently polite and professional manner.

We receive a high volume of applications for our vacancies and as such we encourage you to include with your CV a covering letter (up to two pages of A4) detailing how you feel you match our requirements. Please note that the volume of applications received prevents us from being able to provide feedback at short-listing stage.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and other stakeholders to share this commitment.



Equality & Inclusion

Huddersfield Town AFC is a diverse environment in which all characteristics under the Equality Act 2010 are respected and celebrated. We are committed to making our employees feel valued and included and to achieve their full potential. We have a zero-tolerance approach to any form of discrimination and we are committed to the redress of any inequalities by taking positive action where appropriate. We therefore welcome applications from all individuals who feel they meet the requirements of the role, and particularly from BAME applicants who are currently under-represented within the organisation. In addition, we are a Disability Confident Employer and we welcome applications from candidates with a disability.

To apply please forward your CV and covering letter to jobs@htaafc.com by **12 noon on Thursday 19th September 2019**.

If you require any assistance with your application, please contact Zoe Shackleton, Human Resources Manager, by telephone to 01484 960641 or to the email address specified above.

Interviews are likely to take place in the week commencing 30th September 2019.

For an informal discussion about this position please contact David Threlfall-Sykes, Head of Marketing and Communications David.Threlfall-Sykes@htaafc.com