

JOB OPPORTUNITY: CLUB JOURNALIST & MEDIA MANAGER

We are seeking an experienced media professional for a pivotal and newly created role in a new communications and marketing function at Nottingham Forest Football Club

This is a rare opportunity for a progressive professional to be part of an exciting chapter in the club's history

Reporting to the Head of Communications and Marketing, you will be based at The City Ground and your role will require extensive UK travel and flexibility around working hours

Key tasks & responsibilities	<p>Club journalist</p> <ul style="list-style-type: none"> • Most senior club journalist responsible for high quality, engaging content across NFFC channels (print, digital and broadcast) • Conduct player and manager interviews <p>Media manager</p> <ul style="list-style-type: none"> • Responsible for NFFC media operations • Matchday media accreditation, liaising with media, EFL, opposition clubs and other third parties • Support the Head of Communications in managing incoming media queries, media relations, media conferences and other events <p>Web editor</p> <ul style="list-style-type: none"> • Manage and co-ordinate all the content across NFFC's official website • Produce regular content for the website • Create and drive fresh ideas and new content for all digital channels <p>Match programme editor</p> <ul style="list-style-type: none"> • Responsible for production of the NFFC match-day programme with third party supplier • Produce own content for programme and co-ordinate all content produced by third party journalists • Create and drive fresh ideas and new content for the match day programme <p>Forest TV</p> <ul style="list-style-type: none"> • Lead on the development of Forest TV • Work closely with the Commercial team on delivery of Forest TV • Create and drive fresh ideas and new content for Forest TV <p>Internal communications</p> <ul style="list-style-type: none"> • Lead in creating new internal communications programme across all NFFC staff <p>General notes</p> <ul style="list-style-type: none"> • Deputy to Head of Communications and Marketing • Primary responsibility is the NFFC first team • Responsibilities will also include the integration of the NFFC Academy (primarily U23s and U18s) and NFFC Women into the communications function • Close working relationship with Commercial team to deliver partner rights and create new packages
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	<ul style="list-style-type: none"> • Participate in rota with other content managers across social media and videography
Required skills and competencies	<ul style="list-style-type: none"> • Exemplary, creative and engaging journalist skills • Flexibility to cover social media and videography, as required • Discretion and sensitivity in dealing with confidential and high profile matters • Positive, progressive attitude seeking continual improvement • Collaborative approach across immediate team and wider NFFC organisation • Strong ownership and drive • Personable manner that engages with broad range of external stakeholders, e.g. media, governing bodies, other clubs • Ability to work under pressure to tight deadlines • Resilience to working long, irregular and unsociable hours
Preferred experience	<ul style="list-style-type: none"> • Professional football club media department, or regular interaction with such a department • Football journalism • Print, digital and broadcast journalism
Salary	<ul style="list-style-type: none"> • Competitive
Contract type	<ul style="list-style-type: none"> • Full time
How to apply	<ul style="list-style-type: none"> • Please email your CV to jobs@nottinghamforest.co.uk • State your name and the job role in the email subject bar as follows: YOUR NAME – CLUB JOURNALIST & MEDIA MANAGER APPLICATION • If applicable, please clearly state any notice period in your current role in your covering e-mail • All shortlisted candidates will need to verify their eligibility to work in the UK at interview
Closing date	<ul style="list-style-type: none"> • Monday 10th May at 1700
Equal opportunities & safeguarding commitment	<ul style="list-style-type: none"> • Nottingham Forest Football Club is an equal opportunities employer who are passionate about creating and promoting a diverse workforce. The Club welcomes applications from all suitably qualified persons, regardless of age, disability, gender, gender reassignment, marital/civil partnership status, pregnancy/parental leave, race, religion/belief, sexual orientation, or any other legally protected characteristic. • The welfare of young people and adults at risk is paramount within our Club and the safeguarding of all children, adults, staff, and visitors is everyone’s responsibility. All staff have a responsibility to act on a suspicion or disclosure that may suggest a young person or adult is at risk of harm. All staff are expected to familiarise themselves with the Club’s HR and Safeguarding policies and procedures including the Safeguarding team and how to report a concern. • We make recruiting decisions based on your experience, qualifications, and skills alone.