



**Job Title:** Head of Media and Communications

**Location:** Boundary Park, Oldham

**Reports to:** General Manager

**Internal Liaison:** All departments

**External Liaison:** Clubs, NL, FA, Journalists, Media Outlets

**Working hours:** 40 Hours per week plus attendance at all first team fixtures

**Annual Leave:** 20 Days Holiday

**Salary:** Competitive salary

Responsible for the day to day running of the football club's media output. This role line manages the media department's employees and volunteers

**Main role and responsibilities:**

- Responsible for overseeing the delivery of all club media content.
- Responsible for the management and organisation of the club's media department.
- Brief and advise national, regional and local journalists on club matters.
- Report and liaise with the Chairman and board level staff to create club communications such as press releases and club statements.
- Produce and edit the club's matchday programme.
- Provide commentary for club's LaticsPlayer channel during matches.

**Person specification & Experience Required:**

**(E) = Essential, (D) = Desirable**

- Experience of working in a similar role within football. (E)
- Excellent organisation and administration skills. (E)
- Exceptional written and verbal communication skills. (E)
- Excellent planning skills with experience of working in a fast paced environment. (E)
- Excellent knowledge of design and editing software such as Photoshop and Final Cut or similar. (D)
- Knowledge of other languages. (D)
- Full UK driving licence (E)

**Safeguarding**

To ensure compliance with the company's safeguarding policy a DBS will be a requirement for this role.

**How to apply**

To apply please provide your CV plus a covering letter including why you would be the ideal candidate for the role, your previous experience and salary expectations to:  
jack.tomlinson@oldhamathletic.co.uk

Closing date for applications is 17:00 on Friday 20<sup>th</sup> May 2022.

Due to the role being available for imminent start we may conduct interviews before the closing date. All interviews will be at the earliest available opportunity.