



Job Description / Specification

Job Title	Head of Media
Reports to	Senior Management and relevant department heads
Main Responsibilities	Creation, production and distribution of the Community Trusts' media output via online and print platforms
Location	Based at The Memorial Stadium and with travel to various other locations in Bristol and South Gloucestershire
Hours of Work	37.5 hrs per week which requires flexibility to work some evenings and weekends as required
Contract	Full time starting ASAP:
Job Purpose	To enhance the impact the charity has on the local community via the power of media content
Salary	£24,000-27,000 per annum
Application Process	<p>Applications will be reviewed daily, and suitable applicants will be contacted to arrange an initial short telephone interview before progressing to a formal interview stage. Once a suitable candidate is appointed the application window will close.</p> <p>If you wish to apply for the role and can demonstrate that you have the necessary skills and experience outlined below, please send your CV and covering letter to our Community Manager Matt Bennett via: careers@bristolroverscommunity.org.uk</p>

About Us:

Bristol Rovers Community Trust is a dynamic, progressive, award-winning charity which works with a wide spectrum of the community. We offer education, health, inclusion and sports participation projects giving people the opportunity of enhancing and improving their life choices. We aim to engage and inspire people of all ages as well as unite the communities in which they live.

Job Summary:

Working collaboratively with the Senior Management Team and relevant department heads, the successful candidate will implement the Trusts Communication Plan and associated Media Policies. We are seeking someone who is knowledgeable about the workings of a charity as well as a professional sporting environment. They will need to excel in the areas of video production, print, written word and social media. We will expect the successful candidate to be able to engage with online users on a daily basis and greatly increase our online presence within our target demographic as well as connecting with other associated organisations. The role will require you to work with the football clubs main media team to ensure the highest level of synergy between the Trust and Bristol Rovers FC.

The Memorial Stadium, Filton Avenue, Horfield, Bristol, BS7 0BF
 Community Office: 0117 9522581 / Education Office: 0117 9031152
www.bristolroverscommunity.org.uk





This isn't a 9:00am-5:00pm job, so commitment, passion and a love of knowing that you will be making a difference is going to be vital to your success within this role. BRCT welcome both female and male applicants.

How to Apply:

If you wish to apply for the role and can demonstrate that you have the necessary skills and experience outlined below, please send your CV and covering letter to our Community Manager Matt Bennett via careers@bristolroverscommunity.org.uk

Applications will be reviewed daily, and suitable applicants will be contacted to arrange an initial short telephone interview before progressing to a practical interview stage. Once a suitable candidate is appointed the application window will close.

<u>Qualifications / Skills / Experience Required</u>
Media / Journalism / Communications degree or equivalent
Ability to produce high quality and creative content across video, print and written word
Ability to manage and develop the Trusts website and social media platforms
Ability to promote and enhance the reputation of the brand via various media outlets in line with Trust policy
Ability to plan and organise effectively to coordinate our media output in line with department needs and club requirements
Ability to maximise our customer experience via our media outlets
Experience of marketing and producing promotional material
Ability to produce powerful case studies and other evidence to demonstrate impact to funding providers
Ability to produce creative ideas to engage with people in the local community
Passion for working for a charity based in a professional sporting environment
Ability to work on own initiative or as part of a team
Ability to prioritise workloads and deadlines
Approachable with a flexible & positive attitude
Enthusiastic & have a pro-active approach to working unsociable hours
Knowledge and understanding of child protection issues
Have held a full clean driving licence for more than 2 years with access to own transport

This post is subject to our 'Safer Recruitment Process' including an enhanced DBS check, validation of references & completion of a probationary period.

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