



<b>Department</b>	Communications
<b>Job Title</b>	Media Executive
<b>Contract type</b>	Permanent
<b>Hours</b>	40 hours per week The candidate will be required to have a flexible approach to working hours, including match days, events, evenings, weekends and such hours as necessary
<b>Responsible to</b>	Media Manager
<b>Location</b>	Sincil Bank, Lincoln LN5 8LD
<b>Regular working hours</b>	Standard Office hours are Monday to Friday 9.00am – 5.30pm. The post holder is to expect regular weekends (All first team match days) & unsocial hours as part of an irregular working pattern.  Annual leave is restricted within key days, including but not exclusive to, transfer window(s) and pre-season recruitment periods.

**Purpose of the post:**

To be fundamental in raising the profile of all areas of Lincoln City, including but not exclusive to the First Team, Academy/Youth Team(s) & Lincoln City Foundation.

The post is to assist and further develop the media department, reporting to the Media Manager.

*For the avoidance of doubt the post holder is required to attend all Lincoln City FC fixtures and other club events. This post does include significant overnight travel, restricted annual leave and regular unsocial hours.*

**Key Duties and Responsibilities:**

- Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act, Code of Conduct, Diversity & Equality Policy, Equal Opportunities Policy, Financial Regulations Policy & Social Media Policy
- Assist with the daily administrative tasks to ensure the functionality and coordination of the Media department.
- Working with colleagues in content creation to deliver engaging content to a high standard in line with the club's image and tone.
- Working with all departments on outgoing media communications.
- Support & assist the Media Manager in press conferences including pre and post-match media requirements
- Assist in the monitoring of media requests.
- Assist with extensive match day coverage across social media.
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- Act always with utmost good faith to the Club and the Company
- Devote full attention and ability to fulfilment of the duties required by the role
- Other duties as reasonably requested by a member of the senior management staff.
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- To work with colleagues throughout Lincoln City FC to extend knowledge and skills in order to identify and develop best practice
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Active participation on continuing professional development and the appraisal process
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always
- To cover as and when required at other departments within Lincoln City FC
- To safeguard and promote the welfare of all children, young people and adults at risk
- To be vigilant and support all safety and security operations
- To recognise commercial opportunities across all products within Lincoln City FC
- Promote the brand identity and increase Lincoln City fanbase throughout



- To support the Lincoln City FC 'green' energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive Officer

<b>Personal Skills/Characteristics</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Experience in a sports media role	X	
Team working experience i.e. working within a team	X	
<b>Qualifications and training</b>		
Degree in Sports Journalism or equivalent	X	
Further related qualification (i.e. Advanced Certificate in Public Relations)		X
<b>Specific skills and knowledge</b>		
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X	
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system	X	
Strong writing, language and proof-reading skills	X	
Proficient in using design software e.g Photoshop, Final Cut, Premiere Pro		X
<b>Personal qualities</b>		
Positive attitude	X	
Excellent written and verbal/presentation communication skills	X	
Ability to prioritise and meet short deadlines	X	
<b>Personal circumstances</b>		
Able to attend all Lincoln City FC fixtures and other events. This does include significant overnight travel, restricted annual leave and regular unsocial hours.	X	
Ability and willingness to work outside normal hours, including evenings and weekends.	X	
Ability to travel independently	X	

*The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City is an equal opportunities employer.*

**Important information**

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.



Lincoln City FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

This role involves work with young people and may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions at the time of application.