



Preston North End Football Club
Sir Tom Finney Way
Deepdale
Preston
PR1 6RU

Job Specification

JOB INFORMATION	
AVAILABLE POSITION	Video and Content Producer
WHO WE ARE <p>Preston North End Football Club is a professional football club in Preston, Lancashire, whose first team currently play in the English Football League Championship. Preston North End stadium is situated in the heart of Preston, Deepdale. The Club operates over five sites to incorporate the first team, the academy team, the Preston North End Community and Education Trust (PNECET), the administration team and the stadium. The majority of the sites are in Preston and one in Euxton, Chorley. Preston North End FC was officially formed in 1880 and was a founder member of the Football League in 1888. Our aspirations are to achieve promotion and play in the Premier League and we want you to help us get there.</p> <p>Football is a unique industry. Working in football is a dream for many people; if it is your dream then you will experience football life behind the scenes. You will be based at the First Team Training Ground in Euxton, Chorley.</p>	
JOB SUMMARY <p>The successful candidate will lead on the Club's video content from generating ideas to filming and editing video content across the Club's website and social media channels.</p>	
DEPARTMENT & TEAM	Media Team
SALARY	Competitive salary depending on experience and qualifications
CLOSING DATE	Friday 31 st March 2023
HOW TO APPLY	Please complete an application form in full and return it via email or post no later than Friday 31 st March 2023 at 5pm.

	<p>Please also include a portfolio of your best examples of video content, along with your application form.</p> <p>You are also required to complete an equal opportunities monitoring form and return this in a sealed envelope to the postal address at the top of the document. This should be separate to your application form, as it should remain anonymous.</p> <p>Once we receive your application and portfolio, it will be acknowledged and we will be in touch again shortly after the closing date.</p> <p>Interviews will take place shortly after the closing date.</p>
<p>LOCATION</p>	<p>Your place of employment will be at Preston North End First Team Training Ground, Euxton Lane, Euxton, Chorley, PR7 6FA. You are also expected to work at any of the Club's premises, which are in the interests, and the performance of your duties with the Club, this will include the Club's head office, which is at Preston North End FC Stadium, Deepdale, Preston, PR1 6RU, as well as various local and national venues for matchday events.</p>
<p>WORKING HOURS</p>	<p>Your hours of work will be between 9am to 5pm, Monday to Friday of which half an hour will be allowed for lunch, plus all home and away matchday events. The minimum working week is 37.5 hours. On occasions, your role may necessitate longer hours than your contracted number. This will be kept to a minimum, but the hours are dictated by the responsibilities of the role.</p>
<p>WHAT YOU CAN EXPECT IN RETURN</p> <ul style="list-style-type: none"> • Further training and development opportunities. • Access to staff discounts. • Two complimentary season tickets (League fixtures only) • Onsite parking. <p>You will also benefit from working with an outstanding team of accomplished professionals across a range of diverse, exciting and varied departments.</p> <p>Preston North End boasts many strong role models and has a culture of excellence, passion, unity and respect.</p> <p>Find out more by visiting our website: www.pne.com</p>	

JOB REFERENCE	PNE - 1166
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POSITION IN THE ORGANISATION	
<i>Specify who the job holder reports to</i>	Head of Media
<i>Specify who reports to the job holder</i>	N/A
<i>Specify who the job holder interacts with in the course of carrying out the role</i>	You will work collaboratively with media team colleagues, football staff and players and colleagues across all departments within the organisation.

MAIN RESPONSIBILITIES AND ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Film and edit football, non-football related content for the Club’s different channels and internal use. • Includes filming pre and post-match press conferences and interviews, training ground and matchday ‘behind-the-scenes’ type content, and filming for the Club’s weekly YouTube show ‘The Weekend Warm Up’. • Work collaboratively with media team colleagues by contributing to the creation of video content ideas from planning and execution. • The ability to work in both single and multi-camera operational conditions. • Assembling, preparing and setting up of equipment and lighting prior to filming. • Producing vertical content across platforms such as TikTok and Instagram Reels. • Manage the Club’s photo archive. • Support the media team with day to day running of social media channels. 	
QUALIFICATIONS, KEY SKILLS AND EXPERIENCE	
<ul style="list-style-type: none"> • A wide range of digital media experience. 	
<ul style="list-style-type: none"> • Experience of working in a live football/sport environment is desirable. 	
<ul style="list-style-type: none"> • Ability to work and function effectively in a single person shoot in a high-pressured environment. 	
<ul style="list-style-type: none"> • Proficient in the use of Mac and Adobe products and software. 	
<ul style="list-style-type: none"> • The ability to find solutions to technical and practical problems. 	

The above job description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of Preston North End FC and the Preston North End Community and Education Trust.

Inclusion and Anti-Discrimination Mission Statement

Deepdale Stadium, the home of Preston North End Football Club, is one of the most iconic buildings in the City of Preston, with the ability to house over 20,000 people. The influence a football club can have on its local community cannot be underestimated and with the potential footfall within our stadium and associated premises, we have the opportunity to positively increase connections with our fan base and wider communities when equality, diversity, and inclusion is held at the core of all of our operations.

Whether you are a player, official, employee, volunteer, spectator or visitor, Preston North End welcomes people from all backgrounds and are committed to preventing and eradicating all forms of discrimination, whether this be on the grounds of sex, sexual orientation, race, age, disability, religion or belief, pregnancy and maternity, gender reassignment and marriage or civil partnership status.

The Club's Equality Working Group and the Community and Education Trust are working towards making Preston North End as accessible as possible to all, removing barriers and providing opportunities to engage with diverse communities. The Club has a zero tolerance policy on any form of hateful or discriminatory behaviour and encourages anybody who witnesses any such behaviour to report this to the Club using the appropriate methods.

We all have a shared interest and passion in seeing the success of Preston North End.

Football is for everyone and should be enjoyed by all who wishes to participate in it.

Safeguarding statement

Preston North End Football Club and Preston North End Community and Education Trust are committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse the commitment.

Everyone has a role to play in safeguarding and we strive to ensure that staff and volunteers are well informed, and know how to recognize abuse, and what to do if they have a concern. The successful applicant will be expected to undertake mandatory safeguarding training.

Safer Recruitment

All staff, volunteers and partners whose role involves working with children, young people and vulnerable adults are required to undertake DBS vetting at an enhanced level. All offers of employment on these identified roles are subject to a satisfactory outcome of the DBS process. All employees or volunteers will be required to complete an EFL self-declaration form.

You will also be required to provide details of referees for the previous five years working history or education. Any gaps in work history will need to be accounted for.