



| | |
|-------------------------|---|
| Organisation | Preston North End Community and Education Trust |
| Position | Communications Officer |
| Salary | Commensurate with experience |
| Location | Preston North End Community and Education Office, Preston North End FC, Sir Tom Finney Way, Deepdale, Preston, PR1 6RU. |
| Type of Contract | Permanent, Full Time |
| Job Reference | PNE – 1070 |
| Closing Date | Wednesday 10 th July 2019, 5pm. |

Preston North End Community and Education Trust (PNECET) at Preston North End FC are seeking to appoint a dedicated and experienced Communications Officer to help provide communications and media support to promote the work that PNECET undertake across Preston and the surrounding areas.

This opportunity will be ideal for a creative writer with experience of using innovative video and audio content to promote the work of PNECET.

You will be provided with a company laptop, company mobile phone and access to full adobe creative cloud.

How to apply:

The closing date for this position is Wednesday 10th July 2019 at 5pm. Please send your completed application form via email to: jobs@pne.com and quote the job reference PNE-1070 along with a covering letter to support your application.

Alternatively you can post your completed application form to:

Preston North End Community and Education Trust
F.A.O Tracy Atkinson, Office Manager,
Sir Tom Finney Way,
Deepdale,
Preston,
PR1 6RU

Interview Dates:

Interviews will take place week commencing 15th July 2019.

The role is subject to two work references covering a period of five years and a satisfactory DBS check.

Preston North End Community and Education Trust (PNECET) at Preston North End FC are seeking to appoint a dedicated and experienced Communications Officer to help provide communications and media support to promote the work that PNECET undertake across Preston and the surrounding areas.

This opportunity will be ideal for a creative writer with experience of using innovative video and audio content to promote the work of PNECET.

You will be provided with a company laptop, company mobile phone and access to full adobe creative cloud.

| JOB DESCRIPTION | | |
|------------------------|-----------------------------------|--|
| 1. | Job Title | Communications Officer |
| | Salary | Commensurate with experience |
| | Hours of Work | Your hours of work will be 9am to 5pm Monday to Friday, plus all home matchday events. The minimum working week is 37.5 hours. |
| | Location | Preston North End Community and Education Trust Offices, Preston North End FC Stadium. |
| | Responsible To | Assistant Head of Community Trust |
| | Responsible For | N/a |
| | Contractual Status | Full-Time, Permanent |
| 2. | Overall purpose of the Job | <p>Working as part of the Preston North End communications team you will provide communications and media support for PNECET. This integral role will include updating the website, providing social media content, providing press support and promoting its work.</p> <p>Provide coverage of all the Trust's activities and events, including producing a monthly e-newsletter and yearly Impact Report.</p> <p>Provide daily internal and external communications support for the department.</p> |

| | | |
|------------------|---|---|
| <p>3.</p> | <p>Duties and Responsibilities</p> | <ul style="list-style-type: none"> • Attend all PNE first team home fixtures to promote the work of the Trust and other club initiatives. • Work with the Assistant Head of Community and Head of Community to create an annual trust communications strategy and event plan. • Assist with the writing of applications for awards. • Collate, write and edit all content for the Trust and club's official website and matchday programme to the club's style-guide specifications relating to Trust activities, including the Junior Whites website. • Update the Trust's social media channels to the club's social media template guidelines. • Create the Trust's internal and external communications policy and produce monthly updates and the yearly Impact Report. • Co-ordinate and organise all player appearances. • Act as the Trust's press and media liaison. • Promote all activities and events organised by the Trust on matchdays and non-matchdays. • Assist with the writing of grant bids and applications. • Collating and maintaining a database of multimedia content. • Log all external PR coverage. • Marketing and liaising with the graphic designer. |
| <p>4.</p> | <p>General</p> | <p>To at all times represent Preston North End Football Club and PNECET in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible unsociable hours when and where the role requires including evenings, weekends, home matchdays and overnight stays.</p> |

PERSON SPECIFICATION

ESSENTIAL QUALIFICATION AND SKILLS REQUIRED

1. Journalism qualification to at least degree standard, NCTJ qualified preferred and or a multimedia, sports marketing or business degree.
2. Strong writing and verbal communication skills. Expertise in web and social media.
3. Strong communicator with excellent interpersonal skills.
4. Experienced in using a variety of social media platforms to help deliver key messages and promote the Trust's work.
5. Proficient in using video, hot and audio equipment to produce creative content.
6. Self-confident and the ability to work accurately under pressure.
7. Ability to work well within different departments and settings.
8. Full clean driving licence with access to own transport and have business insurance.

PERSON SPECIFICATION

DESIRABLE QUALIFICATIONS AND SKILLS REQUIRED

1. Knowledge of Adobe Photoshop and Premier Pro.
2. Knowledge and prior use of CMS systems (preferable EFL Digital).
3. Working within a professional club environment.
4. An understanding of Preston and the surrounding geographical areas.

This 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.

Safeguarding Statement

Preston North End FC and The EFL are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post does require an Enhanced Criminal Record check (DBS). You will also be required to provide details of references for the previous five years working history.

General Information

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

Preston North End Football Club is an equal opportunities employer.