

Department:	Communications
Job title:	Content Executive
Salary:	£26,000
Contract type:	Permanent, Full-Time
Hours:	37.5
Responsible to:	Communications Manager
Location:	Eco-Power Stadium, Stadium Way, Doncaster, DN4 5JW Cantley Park Elite Performance Centre, Aintree Avenue, Doncaster, DN4 6HR

Purpose of the post:

Lead on the content production and publication on websites and programmes associated with Club Doncaster teams and events.

Key duties and responsibilities:

- Create written content from assigned Doncaster Rovers, Doncaster Rugby League and Doncaster Rovers Belles matches (home and away) and other Club Doncaster and Club Doncaster Foundation events.
- Organise and edit all content to ensure it is ready to use across digital and non-digital platforms within tight deadlines.
- Report on activities across the organisation (teams within Club Doncaster and Club Doncaster Foundation), either providing information or storytelling.
- Act as a lead interviewer for Doncaster Rovers, Doncaster Rugby League, Doncaster Rovers Belles and Club Doncaster and Club Doncaster Foundation, interviewing club officials, coaches, players, supporters and participants on and off camera.
- Oversee the production of the club programme, ensuring a high standard of production that meets production deadlines.
- Support the Communications Manager with match day delivery by supporting with duties such as, team sheets, big screen content and other duties.
- Support the Communications Manager by aligning content produced with opportunities for marketing campaigns, community engagement and external sponsorship.

Club Doncaster:

- Active participation in continuing professional development.
- Act at all times with utmost good faith to the club(s) and company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with fellow staff, maintain good relationships, and collaborative working practices.
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.
- To undertake 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 at all times.
- 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.

Person specification:

Our non-negotiables:

1. Be punctual and prepared for all meetings.
2. Clear and respectful communication with your peers and customers.
3. Keeping to deadlines set by your line manager or senior management.

Our values:

- We are **proud** of our work and our working environment(s).
- We are **passionate** about everything we do.
- We are **high performing** in everything we do.
- We move **forward as one** as a group of staff and organisation.

Character specification:

- Embody high energy, enthusiasm and humility.
- Being customer focused in providing the best supporter or client experience possible.
- Perform all assigned tasks efficiently and in a timely manner.
- Flexibility in doing things differently to improve efficiency.
- Able to communicate effectively and confidentially individually and in group situations.
- Listen and respects other people's views and opinions.
- Can develop open and effective relationships with all colleagues.
- Awareness of impact of own behaviours on others and is able to modify approach or style to achieve results.

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.

Applicants must hold a full driving licence. It is the employee's responsibility to ensure up-to-date documentation is provided to Club Doncaster.

About Club Doncaster:

Club Doncaster is the elite brand of sporting organisations working to support and strive forward our community. Our spoken aim is to be: ***an ambitious and successful club of which the community is proud of.***

We work with a culture that promotes unity, creativity and aspiration to promote success – this is why we are Club Doncaster.

We look for people with passion, honesty and who embrace a challenge on a daily basis, with the energy and passion to strive forward and prove each day.

Safeguarding:

Club Doncaster takes its safeguarding responsibility very seriously. This means recruiting the correct people for Club Doncaster.

We acknowledge our clear responsibility to safeguard children and vulnerable groups in our care, and have policies and guidelines to ensure this.

The successful candidate will have to complete an Enhanced DBS check before starting employment with the club.

Equal opportunities:

Club Doncaster is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Recruitment and Selection Policy, Code of Conduct, Diversity & Equality Policy, Equal Opportunities Policy and Right to work in UK Policy are available to all applicants on request.