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| Job Title | Content Officer |
| Reporting to | Head of Digital Content |
| Location | West Bromwich Albion training ground |
| Line Management Responsibility | N/A |
| Main Purpose | To produce high-quality informative and engaging written, video and social content for West Bromwich Albion’s digital channels and publications |
| Working Hours | Full time which may include evenings, weekends and bank holidays as required and in line with business needs. |

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| DUTIES & RESPONSIBILITIES | | |
| Your main responsibilities for this role include, but are not limited to the following:   * Attend all West Bromwich Albion Women fixtures and deliver social media coverage, written content and post-match interviews on matchdays. * Produce match reaction content relating to Albion Women games for club digital channels. * To work closely with the Head of Digital Content, and the wider content team, to produce high-quality informative and engaging social media, written and video content relating to the Women’s team for club digital channels on non-matchdays. * Produce engaging and informative written content for the Women’s matchday programme. * Attend, when necessary, West Bromwich Albion PL2 home and away fixtures, film matches and produce highlights packages for club digital channels. * To write, when necessary, informative match reports for West Bromwich Albion’s PL2 matches for publication on the club website. * To work closely with the Head of Digital Content, and the wider content team, to produce high-quality informative and engaging social media, written and video content relating to the PL2 and academy sides for club digital channels. * To assist, when necessary, the Head of Digital Content, and the wider content team, with producing high-quality informative and engaging social media, written and video content relating to West Bromwich Albion’s Men’s senior side for club digital channels. * To assist, when necessary, the Head of Digital Content, and the wider content team, with producing high-quality informative and engaging social media, written and video content relating to West Bromwich Albion Football Club in general for club digital channels. * To successfully co-operate with, and help maintain relationships with, all club departments - alongside first-team, women’s and youth team players. * To contribute to West Bromwich Albion Men’s matchday programme when necessary. * To assist the Head of Digital Content, and wider content team, on Men’s first-team matchdays when required. * To assist the Head of Media Relations on matchdays and non-matchdays, when required. * Assist the wider Communications Department with any other matchday or non-matchday needs when required. * To contribute positively to the Clubs vision and culture. * To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything. * To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour. * To fully participate in one-to-ones and departmental reviews and meetings. * To fully participate in annual and mid-term appraisals. * To understand the Club’s Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role. * To promote and assist with Safeguarding. * To carry out CPD and keep up to date with any training and updates relevant to the role. * To ensure the health & safety within the Club for self and others is adhered to at all times. * To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding. * To fully support and participate as requested in the Clubs internal group activities for EDI, sustainability and wellbeing. * To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.   The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands. | | |
| PERSON SPECIFICATION | | |
| Essential Criteria | | **Desirable Criteria** |
| * A degree in sports journalism, or a media-related course * Excellent communication skills both written and verbally * A high level of knowledge about football and a passion for sport * Incredibly organised and methodical approach to workload * Confidential and diplomatic * Full driving license * Right to work in the UK | * Previous experience with another sports club in a media-related role * A strong understanding of CMS management and social media platforms and trends * A strong, professional collaborator who knows the importance of working as a team * A wide range of multimedia skills including writing, video editing, social media production and interviewing professional athletes | |

**Equality and Diversity**

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

West Bromwich Albion Football Club also welcomes applications from suitably qualified members of the armed forces family.

**Applications will only be accepted when received through our online vacancy platform iRecruit:**

[**https://irecruit.efl.com/vacancies**](https://irecruit.efl.com/vacancies)

**Safer Recruitment**

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA’s Safeguarding, Equality and Whistleblowing policies can be accessed here <https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

A DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out for this post.

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| **Signed** | **Name** | **Date** |
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