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| Job Title | Media Relations Officer |
| Reporting to | Head of Media Relations |
| Location | West Bromwich Albion Training Ground |
| Line Management Responsibility | N/A |
| Main Purpose | To assist the Head of Media Relations, and wider Communications Department, in ensuring the successful delivery of club communications both internally and externally |
| 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:   * Supporting the club’s media accreditation process, helping ensure its smooth organisation and implementation on men’s first-team matchdays and, when required, U21s and women’s matchdays * To assist the Head of Media Relations in facilitating and monitoring head coach and player interviews, both on matchdays and non-matchdays * To aid the Head of Media Relations in writing and updating website stories relating to home and away ticketing, for both the men’s first-team and women’s first-team * To assist in the drafting and distribution of press releases and other written materials * To assist in the organisation and implementation of media events, including but not limited to - the club’s annual media day, squad photo days, player signings, and PR-related player appearances * To carry out a variety of other communications-related administration duties, alongside the aforementioned responsibilities * To assist the Head of Media Relations in monitoring media stories and writing regular reports * 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 the club’s matchday programme where necessary * To assist the Head of Digital Content, and wider content team, on matchdays and non-matchdays, when required * Assist the wider Communications Department with any other matchday or non-matchday needs when required * To deputise in the absence of the Head of Media Relations on all communications matters * 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 communications/PR-related course * Excellent communication skills both written and verbally * A high level of knowledge about football and a passion for the 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 communications-related role * Knowledge of the local, national and international sports media landscape * A strong understanding of social media and how to use it, alongside an ability to monitor all media related to the club * A strong, professional collaborator who knows the importance of working as a team | |

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

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