



BARNET FOOTBALL CLUB LIMITED
THE HIVE LONDON
CAMROSE AVENUE
LONDON
HA8 6AG

Job Description

Job Title: Press Officer

Department: Media

Reports To: Head of Football Operations

Location: The Hive London

Role Purpose

The Press Officer will be responsible for delivering Barnet FC's day-to-day communications, media relations and digital content, ensuring the Club is represented professionally, consistently and creatively across all official platforms.

Working closely with the First Team, Club departments and external media, the successful candidate will lead the creation and delivery of engaging content, oversee matchday media operations, coordinate media activity and play a key role in enhancing the Club's profile and strengthening engagement with supporters, partners and the wider football community.

The ideal candidate will have previous experience working within football or professional sport, possess outstanding written and verbal communication skills, and have a strong understanding of digital media, social media platforms and the modern football media landscape. They will be proactive, highly organised and thrive in a fast-paced environment where accuracy, creativity and professionalism are essential.

Key Responsibilities

- Champion Barnet FC at all times through professional, engaging and accurate communications.
- Produce and publish content across the Club's website, social media channels and other digital platforms.
- Write match previews, match reports, player and staff interviews, feature articles, press releases and official Club statements.
- Lead the Club's matchday media operation, ensuring the timely delivery of team news, live updates, photography, interviews and post-match content across all official platforms.
- Deliver live match coverage across the Club's digital channels.
- Coordinate media requests and arrange interviews with players, coaching staff and Club officials.
- Manage pre-match, post-match and midweek media operations.
- Coordinate media accreditation and support journalists, broadcasters and photographers on matchdays.
- Maintain strong working relationships with League and FA officials, broadcasters, journalists, governing bodies, and other football clubs.



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- Ensure all Club communications are accurate, consistent and aligned with the Club's brand and tone of voice.
- Assist with the planning and delivery of marketing, commercial and social media campaigns.
- Produce content that supports commercial partners and fulfils sponsorship obligations.
- Identify opportunities to increase supporter engagement through creative storytelling and digital campaigns.
- Support Academy, community and Club initiatives through communications and media coverage where required.
- Assist with photography, videography and content creation where required.
- Maintain the Club's digital asset library, including photography and video archives.
- Monitor media coverage, social media performance and industry trends to help maximise audience growth and engagement.
- Ensure all communications comply with League, FA and competition media regulations.
- Carry out any other communications and media duties as reasonably required.

Person Specification

Essential

- Previous experience working in football, professional sport or a communications/media environment.
- Excellent written and verbal communication skills with exceptional attention to detail.
- Strong copywriting and proofreading skills, with the ability to produce engaging content across a variety of platforms.
- Experience managing social media platforms and creating digital content.
- Excellent organisational skills with the ability to manage multiple projects and meet tight deadlines.
- Ability to work independently, use initiative and remain calm under pressure, particularly on matchdays.
- Strong interpersonal skills with the confidence to build relationships with players, coaching staff, media and external stakeholders.
- Good working knowledge of Microsoft Office and content management systems.
- A proactive, creative and professional approach to work.
- Flexibility to work evenings, weekends and matchdays as required.



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Desirable

- Previous experience working for a professional football club.
- Experience in photography, videography and/or video editing.
- Experience using Adobe Creative Suite (particularly Photoshop and Premiere Pro), Canva or similar creative software.
- Experience using website content management systems such as WordPress.
- Understanding of League, FA and competition media regulations.
- Experience delivering live matchday coverage across digital platforms.
- Knowledge of media accreditation processes and matchday media operations.
- Full UK driving licence.

Working Hours

This role requires flexibility to meet the operational needs of a professional football club and will include evenings, weekends and matchdays.

Safeguarding

Barnet FC is committed to safeguarding and promoting the welfare of children and adults at risk. The successful candidate will be required to undertake appropriate safeguarding training and may be subject to an enhanced DBS check where applicable.

Equality, Diversity & Inclusion

Barnet FC is committed to creating an inclusive environment where everyone is treated fairly and with respect. We welcome applications from all sections of the community and are committed to equality of opportunity.

Salary

Dependant on experience.