



JOB DESCRIPTION: Media Executive

Department	Media
Location	Swansea.com Stadium – travel to other sites will also be required.
Remuneration	£22,000 - £24,000
Benefits	<ul style="list-style-type: none"> • Medical Insurance & Health Cash Plan • 25 Days Holiday plus bank holidays • Enhanced Company Sick Pay • Cycle to Work Scheme
Contract	Permanent / 40 hours per week / flexible working pattern which includes home and away fixtures.
Roles and Responsibilities	
General Duties	<ul style="list-style-type: none"> • Contribute to all aspects of content including website, social media and digital match programme, as well as interviews for videos and features. • Work alongside commercial, marketing, stadium management, retail and ticketing departments on stories. • Attend all home fixtures and away fixtures where required. • Assist with content production for the club's social media channels alongside the social media manager. • Assist with helping with the matchday media operation for home matches – being a visible presence with other members of the media department. • Other duties and responsibilities as required by line manager.
Club Policies	<ul style="list-style-type: none"> • Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR. • Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole. • To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work. • To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety • Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary.
Person Specification	
Essential	<ul style="list-style-type: none"> • Previous experience in a media/communications role • Ability to multi-task and handle competing demands <ul style="list-style-type: none"> • Strong organisational skills • Good interpersonal skills



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| | <ul style="list-style-type: none">• Content creation experience and proven experience in social media• Excellent verbal and written communication skills |
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The closing date for this vacancy will be **Friday 14th January 2022**.

If you believe you have the right mix of skills for this position, please complete the Application Form [here](#).

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role. We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview