



JOB DESCRIPTION

JOB TITLE	Media & Communications Manager
LOCATION	Solihull Moors FC
HOURS	Full-time position plus all home & away matchdays

An exciting opportunity has arisen to become the Media & Communications Manager at Solihull Moors Football Club.

The successful applicant will join Moors at the most exciting period in the club's history and be tasked with creating, managing, and executing compelling content across all of Moors' channels.

The ideal candidate will have a background in managing social media channels as well as in communications or writing.

Key responsibilities

- Lead the club's media department and on all press officer duties – both internal and external communication.
- Line manager to a small team of volunteer media team staff.
- Lead on the club's content management, creation, and scheduling across all club platforms.
- Manage the official Solihull Moors social media accounts and coverage of the club, first team, elite academy, women's team and the Solihull Moors Foundation.
- Create accurate and engaging content – written, visual and audio - across all club channels, including club website and social media.
- Lead on all club communication and content creation for club announcements.
- Lead the media team on home & away matchdays with regular duties including completion of the teamsheet, social media content, in-game reporting (match reports and live updates) and post-match interviews.
- Control and accurately update the club's website.
- Editor of the club's matchday programme.
- Oversee the running of the club's PA system and big screen on matchday.
- Produce and update the club's social media calendar and content schedule.
- Conduct all manager and player interviews for the club's platforms.
- Build and develop the club's online audience, follower base and reputation.
- Manage and develop relationships with the local media.
- Engage with supporters through the club's channels, with a specific focus on fan engagement.

Experience	Qualifications
<ul style="list-style-type: none"> • Previous experience working within a sports media team • Previous experience of creating engaging content for a range of platforms • Experience using Adobe Creative Cloud for content design and editing 	<ul style="list-style-type: none"> • Media/journalism qualification to degree level or equivalent experience • Full UK driving license

Personal Attributes	Skills Required
<ul style="list-style-type: none"> • Ability to work under pressure and to demanding timescales/deadlines • Work to high standards and take responsibility • Be proactive, energetic, self-sufficient, and work as part of a team • Flexible to work outside of normal working hours 	<ul style="list-style-type: none"> • Outstanding communicator in a variety of formats • High attention to detail • Understanding of the football industry • Detailed knowledge of social media platforms • Ability to use a content management system

CLOSING DATE	5pm, Friday 5 th August
HOW TO APPLY	Please send your CV and a covering letter to Bradley Rice on the email bradley.rice@solihullmoorsfc.co.uk