



Job Description

Job Title	Communications Officer
Department	Communications
Reports to	Head of Communications
Location	Based at the Abbey Stadium, with occasional duties at the Club's First Team Training Ground and other locations around Cambridgeshire for ad-hoc events. Flexible approach to working location during the week.
Salary	£21,000 to £24,480
Hours	40 hours a week, including the majority of all first team fixtures and ad-hoc events where required. Flexible approach to working hours.
Role Summary	<p>The Communications Officer for Cambridge United will work closely with the Head of Communications to contribute with visual, written and digital content for the Club's Official Website, Social Media channels and Digital Matchday Programme.</p> <p>The primary focus for the ideal candidate will be in visual content design and they must be able to showcase their ability to produce engaging and striking visual content for the football club to use across its departments and channels.</p> <p>In addition to this skillset, the ideal candidate will be expected to support the Head of Communications by contributing to the Club's written and video content, in addition to all other media and marketing duties.</p> <p>The successful applicant will be required to deputise for the Head of Communications on occasion, and able to lead the department throughout a range of situations, such as covering First Team fixtures, holding Press Conferences with the Media and running the Club's official channels.</p>
Key Job Outcomes	<ul style="list-style-type: none"> • Create striking and engaging imagery for the Club's website and Social Media channels • Work with the Head of Communications to develop a visual brand for the wider club and specific departments to implement • Support the Head of Communications to provide written content for the Club's website and Digital Matchday Programme • Provide exposure of the Club's activities across all departments on the Cambridge United website and social media channels • Represent the Club in a Media capacity at First Team fixtures, working alongside the Club's Matchday Media Team • Assist in the management and facilitation of the Club's press relations, including assistance in the management of media obligations for players, staff and other stakeholders • Work with Club partners on commercial activations • Assist the Head of Communications with all other Communications, Media and Marketing duties • Deputise for the Head of Communications when required



This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Excellent written and verbal communications skills	✓	
Full driving licence	✓	
Creative mind-set	✓	
Commitment to creating first-class, accurate and engaging content	✓	
Ability to produce high level imagery through adobe photoshop	✓	
Able to communicate effectively	✓	
Good interpersonal skills	✓	
Ability to respond and react to deadlines that arise at short notice	✓	
Attitude/Behaviours		
Takes responsibility for ensuring a high quality of work	✓	
A genuine team player who will support and motivate other members of the team	✓	
Calm and flexible approach	✓	
A willingness to take on and learn new tasks and skills	✓	
Personal Qualities		
Hardworking and enthusiastic	✓	
Good attention to detail	✓	
Loyal and committed	✓	



Application Process

Application Instructions	Interested applicants should apply by submitting their CV and Cover Letter
Application Closing Date	15 th March 2023
Interview Date(s)	20 th March and 24 th March 2023
Start Date	1 st May 2023
Employability Statement	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.
Equality, Diversity & Inclusion	Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010. https://docs.google.com/forms/d/e/1FAIpQLSdamHzihFKiJc55iuafWzaS_D74SpwW-ml7qBS4mdb6eJBKtQ/viewform