

Head of Media & Communications Job Description

JOB TITLE:	Head of Media & Communications
LOCATION:	Boundary Park, Furtherwood Road OL1 2PA
REPORTS TO:	Club Secretary, Chairman & Board of Directors
INTERNAL LIAISON:	All Departments
EXTERNAL LIAISON:	Clubs, EFL, FA, Journalists, Media Outlets
WORKING HOURS:	40 Hours per week plus attendance at all first team fixtures
SALARY:	Dependant on experience

Responsible for the day to day running of the football club's media output and reports direct to the Owner. This role line manages the media department's employees and volunteers.

The roles and responsibilities will include but not be limited to:

- Responsible for overseeing the delivery of all club media content.
- Responsible for the management and organisation of the club's media department.
- Brief and advise national, regional and local journalists on club matters.
- Report and liaise with the Chairman and board level staff to create club communications such as press releases and club statements.
- Produce and edit the club's matchday programme.
- Provide commentary for club's iFollow Latics channel during away matches.

Skills & Experience Required

- Experience of working in an equivalent role within football.
- Excellent organisation and administration skills.
- Exceptional written and verbal communication skills.
- Excellent planning skills with experience of working in a fast paced environment.
- Excellent knowledge of design and editing software such as Photoshop and Final Cut or similar.
- Knowledge of other languages is desirable but not essential.
- Full UK driving licence

Qualifications Required

- Media degree or similar

How to apply

To apply please provide your CV plus a covering letter including why you would be the ideal candidate for the role, your previous experience and salary expectations to: jobs@oldhamathletic.co.uk.

Closing date for applications is rolling. All interviews will be at the earliest available opportunity.

Due to the high amount of applications expected only those who have been shortlisted will be contacted.