



# Fintan Football Club

## Role Description & Person Specification Document

<b>Role Title:</b>	Media Officer		
<b>Club Tier Level:</b>	Level 3: General Committee		
<b>Terms Of Election:</b>	Elected By Vote	<b>Election Date:</b>	At Annual General Meeting
<b>Post Held For:</b>	One Year	<b>Re-Election Permitted:</b>	Yes
<b>DBS Status:</b>	Not Required	<b>Safeguarding Status:</b>	Not Required

### Election Procedure:

All candidates who are interested in being appointed onto the committee are encouraged to register their interest by emailing the chairman on [chairman@fintanfc.co.uk](mailto:chairman@fintanfc.co.uk). All applications must be submitted via the club website where any vacant positions will be advertised. If several applications are received for the same vacant position, the election will be made based on a ballot or vote.

All applicants must be seconded, by a member of the committee, prior to election at the AGM.

**Vacancies will be advertised on the club website: [www.fintanfc.co.uk](http://www.fintanfc.co.uk).**

### Job Description

#### ROLE PURPOSE

The Media Officer is tasked with leading on the development and maintenance of the club's media outlets: website, Facebook, Instagram, blog etc. The aim is to create a positive image of the club and promote all that we do through the use of media. In the future, we will look to monetising our media

#### ROLE DUTIES

- Maintain the club website by publishing up to date information and any relevant club news.
- Maintain the club blog on the website (online newsletter equivalent).
- Update and publish weekly content on the club's Facebook, Instagram, Twitter and YouTube accounts to share important club information, connect with the club's members and the wider community.
- Produce fixture and result graphics for all teams and post these across all media platforms.
- Build relationships with local media outlets and seek opportunities for the club to be published in a positive light.
- Actively promote playing opportunities through posters in local community centers, schools, other community venues and across the internet via our channels.
- Advertise for volunteers/coaches/managers/committee members when needed. Promote opportunities through the website, social media, posters, leaflets and local media.
- Write an officer report ahead of each committee meeting to report on developments and items for discussion.

#### PERSON SPECIFICATION

##### Essential

- A clear passion and unwavering commitment to the club.
- Demonstrable skills/experience in social media and website development.
- Exceptional written and spoken English skills as you will be creating public content on behalf of the club.

#### QUALIFICATIONS AND TRAINING REQUIREMENTS

**Essential:** No football related qualifications required.

**Desirable:** Relevant social media management/website development qualifications a bonus.

**ADDITIONAL NOTES**

Not applicable.

## Role Terms & Conditions: Acceptance Contract

<b>Job Title:</b>	Media Officer		
<b>Date of Election:</b>		<b>Post to be held for:</b>	One Season - Until AGM
<b>Personal Details</b>			
<b>Full Name:</b>			
<b>Address:</b>			
<b>Date of Birth:</b>			
<b>Declaration</b>			
<p>I confirm that I accept the position of Media Officer of Fintan Football Club.</p> <p>I will act in the best interest of the club at all times and uphold the Club's Constitution and moral values.</p> <p>I understand I may have access to confidential information and that unauthorised disclosure of this information to third parties will result in disciplinary action by the committee and may result in dismissal.</p> <p>I will keep the committee informed of any changes to my personal circumstances that may affect my position within the club.</p> <p>I understand that the role takes precedence over playing for the club.</p> <p>I accept the roles and responsibilities as listed on the Role Description for the position of Media Officer.</p>			
<b>Signature of Acceptance</b>			
<b>Print Name:</b>		<b>Date:</b>	
<b>Signature:</b>			