

JOB DESCRIPTION



Job Title: Content Executive	
Department: Media & Communications	Effective Date: ASAP
Location: BetWright Stadium	Reports to: Head of Media & Communications

JOB OVERVIEW

Leyton Orient Football Club is looking for a Content Executive to join its Media & Communications department. The successful candidate will produce content for the club's website, app and social media channels across its men's, academy and women's teams. The successful candidate must have a passion for content – both written and digital, including video – and a desire and willingness to learn.

KEY RESPONSIBILITIES

- To produce accurate and engaging content for the club's website, app and social media channels
- To contribute to all the club's social media platforms in line with its overall business objectives
- To lead the non-matchday coverage of the club's men's academy and women's first teams
- To contribute to department meetings with fresh and engaging content ideas, with a particular focus on attracting new supporters to the club
- When required, to conduct video and audio interviews with players, members of staff and other stakeholders
- From time to time, to film and edit videos for club channels
- To support the production of the club's men's first-team live streaming channel Orient Live
- To contribute towards growing photo and video archives for the football club
- To attend men's first-team and U21 fixtures and provide high-quality live reporting coverage across a number of different channels
- To use organisational skills to ensure that all weekly and longer-term deadlines are met
- To track department-wide key performance indicators (KPIs) and evaluate content performance
- To identify opportunities for personal growth, learning and development
- To work in collaboration with internal stakeholders and managers
- The successful candidate will have a can-do attitude and will be expected to assist colleagues with other ad-hoc tasks from time to time

MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION

Education/Qualifications/Training:

- Educated to degree level or equivalent in journalism and/or news reporting, preferably with a focus on sport
- Full driving licence is preferred

Specific Experience:

- Experience in working within a football club media department on a work experience/placement basis
- Experience of using the Adobe Creative Suite, particularly Photoshop and Premiere Pro
- Experience of reporting at live events

Abilities/Skills/Knowledge/Requirements:

- A passion for written and digital content
- A strong understanding of English football and, particularly, EFL football
- Excellent written and verbal communication skills
- A willingness to develop and learn
- Outgoing and confident in meeting people
- Presentable
- Happy to work in a fast-paced environment
- Excellent attention to detail
- Ability to manage multiple deadlines and prioritise accordingly
- Ability to adhere to and carry out the club's safeguarding best practices and procedures

Additional Information:

- This is a full-time role that includes work on weekends and evenings;
- Applicants must be eligible to live and work in the UK;
- Leyton Orient Football Club is committed to following relevant health & safety regulations and all members of staff are expected to be fully aware and adhere to, at all times, the Club's H&S and fire safety procedures;
- Leyton Orient Football Club is fully committed to safeguarding and promoting the welfare of children, young people and adults at risk and expect all staff to share this commitment;
- The club is committed to the principle of equal opportunity and its policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.