

Job Title:	Marketing, Communication Assistant/Manager		
Reports To:	Chief Executive Officer	Jobs Reporting into the Job Holder:	None
1. Job Purpose			
<ul style="list-style-type: none"> • Perform duties with due regard to JFA policies and procedures and legislative requirements at all times • Ensure implementation of the JFA health & safety, safeguarding, welfare and equality policies to create a safe working environment for all • Ensure working practices are compliant with relevant legislation and data protection legislation and/or general data protection regulations (GDPR) requirements • Undertake continuous professional development (CPD) training and/or additional training as identified or as required (on &/or off island) • Any other reasonable duties as required 			
2. Principal Accountabilities/Responsibilities			
<ul style="list-style-type: none"> • Manage and deliver the JFA Marketing & Communication plan. • Produce digital content, posters, email shots, brochures, booklets and any other designed content as the need arises. • Responsible for the whole product lifecycle from brief/requirements gathering to finished artwork. • Design as per specified requirements and within brand guidelines at all times, ensuring brand standards are championed and maintained. • Manage and prioritise a large volume of tasks, effectively using FA CRM and JFA systems. • Liaise with suppliers of print and other creative delivery services • Maintain and manage content on jerseyfa.com website and other digital platforms • Drive delivery of our products to support the JFA Business plan • Develop links within the local media community to ensure that there is regular coverage of the Association's activities • Event organising • IT proficient • Videography & Photography 			

3. Knowledge/Experience/Technical Skills/Behaviours	
a) Knowledge/Experience/Technical Skills	
<p style="text-align: center;">Essential:-</p> <ul style="list-style-type: none"> • Evidence of successfully implementing media and marketing strategies • Track record of meeting targets and managing resources • Ability to establish and sustain effective working relationships with partners and external organisations in relation to marketing and commercial activity • Project management skills • Knowledge of new and emerging media opportunities • Excellent interpersonal, presentational and negotiating skills • Significant experience of Microsoft Office, Word, Excel, PowerPoint, internet and email • Demonstrate a working understanding and application of inclusion, equality and anti – discrimination, safe guarding and best practice. 	<p style="text-align: center;">Desirable:-</p> <ul style="list-style-type: none"> • Minimum of 1 years' internship or experience working in a similar, marketing/design role • Fully conversant with design software • Strong communication, verbal & written skills • Competent in Microsoft Office packages • Excellent organisation and time management skills • GCSE, or equivalent, Level C or above in Maths and English • Design qualification • Marketing/Media qualification • Experience in simple copywriting • Experience in product photography and video filming/editing • Experience in a fast-paced agency environment
b) Behaviours – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> • Problem Solving • Teamwork • Communicating • Delivery • Customer excellence 	<ul style="list-style-type: none"> • Developing Self and Others • Leadership

If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested to hear from you. The successful candidate will undertake enhanced CRC checks and will need to provide references. On-going training and development will be provided.

TO APPLY, SEND YOUR CV & COVERING EMAIL, DETAILING YOUR CURRENT SITUATION AND PREFERRED ROLE (PART OR FULL TIME), TO THE ADDRESS BELOW;

info@jerseyfa.com

Applicants who have not heard by 30 January 2019 should assume that they have been unsuccessful on this occasion.

The Jersey Football Association is an Equal Opportunities Employer and is committed to ensuring staff receive appropriate Equality training suitable to their job role/s. The JFA adopts a zero tolerance approach to any form of discrimination and successful applicants will be expected to operate within the principles of equality at all times.

Safeguarding is of major importance to the JFA and we are committed to ensuring all children and adults at risk are safeguarded at all times. The JFA has robust Safeguarding policies and best practice guidelines to support this and expects all employees to adopt such policies and practices at all times.

The JFA adheres to strict guidelines, policies and procedures when recruiting staff who work with children and/or adults at risk and is committed to ensuring staff receive appropriate safeguarding training suitable to each role.

Interviewees will be required to bring proof of ID to, the first interview (valid passport OR birth certification and NI card) along with proof of right to work in Jersey. ID documents must be original, photocopies will not be accepted.