

Norfolk County Football Association Ltd



October 2018

Dear Applicant

RE: Digital Content Internship

Thank you for expressing an interest in the aforementioned role. Please find enclosed an Application Pack including the Job Description and Person Specifications.

If you feel you demonstrate the necessary skills and attributes required to fulfil the criteria for the role I would welcome your application.

Should you wish to apply, please ensure your completed application reaches the County Headquarters no later than 5pm on Wednesday 31 October 2018.

Please mark the envelope 'Private and Confidential', for my attention.

Staff employed by the Association will go through a thorough screening process, which may include a Criminal Records Check to ensure their suitability for the role.

Interviews for the position will take place on Thursday 8 November 2018.

Those candidates selected for interview will be notified, via email, on or before Friday 2 November 2018. Should you not receive any correspondence from us by Friday 2 November this means that unfortunately you have not been selected for interview.

Please be advised that at present no alternative dates are currently being offered for interview so it will be necessary to ensure your availability for the above date.

I look forward to receiving your completed application.

Yours faithfully,

Rebecca Burton
Marketing & Communications Manager

Norfolk County FA
T.01603 704050
E.info@NorfolkFA.com
Norfolk.com

theFDC
T.01603 704050
E.theFDC@NorfolkFA.com
theFDCnorfolk.com

theFDC@OpenAcademy
T.01603 704050
E.theFDCopen@NorfolkFA.com
theFDCopen.com

theFDC@Flegg
T.01603 704050
E.theFDCflegg@NorfolkFA.com
theFDCflegg.com

County 5IVES
T.01603 704050
E.County5IVES@NorfolkFA.com
County5IVES.com



PLAY COACH VOLUNTEER REFEREE CHOOSE YOUR ROLE #NORFOLKFOOTBALL

**Norfolk County Football Association Application Form
Digital Content Internship**

Surname		
First name		
Address		
Postcode		
Date Of Birth		
Telephone Number		
Email Address		
Twitter Handle		
Do you suffer from any ongoing health difficulties? Please delete accordingly	YES / NO	
If YES, please give details		
If appointed what working day would be your preference (9am-5pm)		
Please indicate your current University/College commitments (e.g. Days and times at lectures)		
Please give the names and addresses of two referees who can be contacted (only in the event of your being offered the position). Please state in what capacity they are known to you (i.e. Personal or employer, etc)		

I certify that to the best of my knowledge, the above details are correct and understand that any offer of employment would be subject to satisfactory references. I also consent to Norfolk County Football Association making verification checks as appropriate (following the interview process).

Name: _____ **Signed:** _____ **Date:** _____

Please return this form together with your CV and a covering letter stating why you are applying for this position.

**The closing date for applications is 5pm, Wednesday 31 October 2018
Interview date – Thursday 8 November 2018**

All applications submitted will be treated confidentially, please return your application marked 'Private and Confidential' to: Rebecca Burton, Norfolk County Football Association, 11 Meridian Way, Thorpe St Andrew, Norwich, NR7 0TA

Job Description

Digital Content Internship

Title:	Digital Content Intern (one day per week)
Salary:	Voluntary (the successful applicant will be able to claim out of pocket expenses, up to a maximum of £20 per day, to support costs incurred)
Location:	Norfolk County FA Headquarters, 11 Meridian Way, Thorpe St Andrew, Norwich, NR7 0TA
Working Patterns:	9am-5pm on one agreed day per week, for a minimum of 16 weeks (based around term time)
Line Manager:	Marketing & Communications Manager
Responsible to:	Norfolk County FA Chief Executive
Purpose of Post:	To support the Marketing Department with the development of creative and engaging digital content in order to further promote key areas of Norfolk County Football Association's and The Football Development Centres' (the FDC's) strategic objectives.

SPECIFIC DUTIES:

- Support the Marketing Department with regards to the creation of engaging and dynamic media content primarily for Norfolk FA's social channels
- Work with the Digital Marketing Apprentice to create attention grabbing social campaigns that showcase football opportunities around Norfolk
- Utilise various skills and software to create distinctive and vibrant pieces of artwork for display
- Support the growth of our key internal brands such as NCFA TV, County 5IVES and the FDCs
- Create exciting content to promote engagement with our external partners such as Utilita Energy, Nike and Alan Boswell

General Administrative Support

Provide the necessary administration support for the company, dealing with telephone enquiries and daily visitors at County Headquarters and theFDC@OpenAcademy, providing any other support required.

Relevant Legislation and Company Requirements

Carry out all duties with regard to relevant legislation, policies and procedures including:

- Norfolk County FA's Health and Safety Policy
- Norfolk County FA's Equal Opportunities Policy
- Norfolk County FA's Anti-Bribery and Corruption Policy
- Undertake such other relevant duties as may from time to time be determined by the Norfolk County FA

FA DBS Check & Safeguarding Children Briefing

The successful candidate will undergo a thorough screening process, which may include a Criminal Records Check to ensure their suitability for the role as well as relevant Safeguarding training.

Transport

- The successful applicant will be required to have access to transport

Key Internal Relationships

- Marketing & Communications Manager
- Digital Marketing Apprentice
- The Football Development Team
- Football Services Manager
- The FDC Teams based at Bowthorpe, Open and Flegg

Key External Relationships

- Norfolk FA Customers
- Freelance designer
- Freelance photographers

Person Specification (key skills and experience required): Essential

- Good organisation, communication and planning skills
- Ability to write engaging copy with excellent grammar and spelling
- Experience using software from the Adobe suite such as Photoshop
- Experience using video editing software such as Final Cut Pro
- Experience and interest in social media platforms
- A flair for design, creativity and current trends
- Ability to work on your own and as part of a team

Person Specification (key skills and experience required): Desirable

- Significant experience of using Microsoft Office including Outlook, Word, Excel & PowerPoint
- Knowledge of grassroots football & its structures
- Knowledge of Norfolk County FA's Strategies
- Evidence of innovation and problem solving
- Be able to demonstrate the use of individual initiative

Behaviours required: Essential

- Ability to prioritise projects, adjust work programme and operate within strict deadlines
- Ability to manage own time and act on own initiative as well as ability to contribute to a team environment
- Flexible attitude to work
- Commitment and understanding of sports equity principles and equal opportunities
- Willingness to work unsocial hours, including evenings or weekends when required

This job description is only a summary of the role as it currently exists and not meant to be exhaustive.

Norfolk County FA is committed to equality of opportunity and welcomes applications from all sectors of the local community.

