**Volunteers required for the RAF Football Association Communications Team**

**Closing date**

7 Dec 18

**Interview dates**

Telephone interviews anticipated between 17-21 Dec 18.

**JOB DESCRIPTION**

The RAF Football Association are looking to appoint highly driven and determined communications Representatives in the following areas: (4 Posts)

* Communications Lead – Men’s Senior Representative Team
* Communications Lead – Ladies Representative Team
* Communications Lead – RAF Cup, Festival of Football and the RAF FA Masters Tournament.
* Assistant Webmaster – RAF FA Sitecore website

**MAIN DUTIES & RESPONSIBILITIES (COMMUNICATIONS LEADS)**

Reporting to the Director of Communications the post holder will:

a. Attend designated fixtures as a representative of the RAF FA. (This can include evening and weekend fixtures).

b. Produce a match reports for high profile matches within 1 week of the fixture for proof reading by Director of Comms.

c. Production of articles on football related matters for publication on the RAF FA website and Facebook page.

d. Providing a commitment to meet deadlines relating to programme production.

e. Arranging photographic support for the high profile fixtures.

f. Produce posters/flyers to advertise specific fixtures.

g . Produce programmes in the RAF FA Branded format for high profile fixtures (Inter-Services Matches (Rep Teams), RAF Cup (Provide leadership and guidance to appointed Match Reporters when you are in attendance.

h. Actively contribute to the RAF FA social media feeds (RAF FA Facebook page, RAF FA Twitter feed and respective Rep Team Twitter accounts).

j. Liaison with the General Manager of the Representative Team to ensure you become an integral part of the back-room staff.

m. Provision of captured images for storage in the RAF FA Digital Archive.

* **MAIN DUTIES & RESPONSIBILITIES (ASST WEBMASTER)**

Reporting to the Director of Communications and the RAF FA Secretary the post holder will:

* Provide assistance to the RAF FA Secretary and Director of Communications for all element of the RAF FA Website (Sitecore)
* Develop new content in liaison with RAF FA key stakeholders
* Conduct a quarterly review of all website content and update as required to remove out of date information
* Develop linkages between the RAF FA Website and social media accounts

**QUALIFICATIONS**

There are no rank requirements for the roles, however, applicants must have a keen interest in football, excellent communication skills and be prepared to commit to support the output of the RAF FA. For Comms Leads this will involve attending fixtures for their respective teams/competitions, which will involve evenings or weekend fixtures.

A knowledge of Sitecore would be preferable for the Asst Webmaster.

Applicants should contact Sqn Ldr Garf Parker, RAF FA Director of Communications via email: [Garf.parker191@mod.gov.uk](mailto:Garf.parker191@mod.gov.uk) to express their interest in any of the roles. Applicants are required to specify a preference of roles and provide a short narrative of why they are interested in volunteering and what skills they will bring to the team.  Responses requested by **7 Dec 18**.