



ABOUT SURREY FA



Founded in 1890, Surrey FA has a rich history with the beautiful game. Today, Surrey FA is one of the leading County FA's in the country and is a not-for-profit organisation with charitable status. This is an exciting time for us as we continue to transform our services and set about developing our new long-term strategy to 2030.

Surrey FA supports over 3,000 teams and 60,000 players, over 1,000 referees, and 5,000 coaches. We have a network of County Members providing expertise and diversity of voice to our Working Groups, a diverse and committed Board of Trustees, and 28 staff working across 15 Local Authorities. Surrey FA was also the first CFA to achieve Intermediate Equality Standard.

WHAT IS IT LIKE TO WORK FOR US?

While a passion for football is a plus, it's not mandatory – what we value most is your enthusiasm to learn and grow. We are proud of our positive culture, staff well-being, and team working. The person is as important to us as the skills you can bring.

We value the benefits of partnership working to deliver better outcomes. And we are all passionate and committed to grassroots football and changing lives across our community.

We offer flexible working hours, a benefits programme designed by our staff and you'll be based in our at Meadowbank Football Ground, overlooking the Surrey Hills in Dorking, Surrey.

SURREY FA VALUES

Collaboration, Ambitious, Respectful, Excellence

www.surreyfa.com



[surreyfa](https://www.facebook.com/surreyfa)



[surreyfa](https://twitter.com/surreyfa)



[surreycountyfa](https://www.instagram.com/surreycountyfa)



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Digital Marketing & Communications Intern
REPORTS TO	Head of Marketing & Partnerships
JOB PURPOSE(S)	
<ul style="list-style-type: none"> To assist, support and help to develop the marketing and communications operation at Surrey FA To support the Marketing team with delivery of the Surrey FA Strategy. 	
LOCATION	Surrey FA HQ, Meadowbank, Dorking – with option for remote working
WORKING HOURS	Flexible will include evening and weekend as required by business needs
CONTRACT TYPE	Internship, expenses paid monthly





PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- To support with the creation of all digital marketing communications collateral, including the publication of the e-newsletter as well as helping to manage and maintain the Surrey FA website
- Provide marketing support to dedicated county campaigns or National campaigns initiated by The FA
- Source and create regular original content for Surrey FA channels, including the production of video and news features
- Support with ad-hoc design work to support wider team
- Social media daily management, working to schedule Support in the creation of website content, with close guidance and training from Marketing team
- Support in creating written content pieces, particularly with respect to Surrey FA's County Cup competitions
- Edit match highlight videos from Surrey FA County Cup Competitions
- Produce audio, visual and written content around key equality campaigns to supplement Surrey FA's commitment to inclusion and equality
- Work with other officers to implement the Surrey FA Strategy
- Aid in providing marketing support & advice to our grassroots clubs and leagues
- Ensure compliance with CFA's health and safety policies
- Help to ensure that Surrey FA effectively implement and maintain the FA's Safeguarding Operating Standard within Football
- Execute additional tasks as required in order to meet Surrey FA's changing priorities
- Support in managing our client feedback processes, processing and managing the results and help us to highlight best practice and publicise examples of customer service excellence
- Attend and contribute to Marketing team meetings for ideation
- Assist with filming and photography as required
- Develop and play a key role in the development and implementation of Surrey FA marketing strategy
- Develop our database of sports organisations and other local organisations who we can engage with to run events and campaigns both digitally and in person



KNOWLEDGE/EXPERIENCE/TECHNICAL SKILLS

ESSENTIAL

- Willingness to learn, grow and develop your digital marketing skills
- Ability to establish and sustain effective working relationships with partners and external organisations in relation to marketing and commercial activity
- Excellent interpersonal and presentational skills
- Demonstrate a working understanding and application of inclusion, equality, and anti-discrimination, safeguarding and best practice.
- Excellent attention to detail and takes pride in own work.

DESIRABLE

- A university student enrolled in a relevant course to marketing/sports marketing or media
- Experience of using Adobe Creative Cloud (InDesign, Photoshop) or a willingness to learn these skills within and outside of the workplace.
- Experience with social media platforms Facebook, Instagram, TikTok, YouTube
- Evidence of successfully supporting media and marketing strategies
- Knowledge of digital marketing: email, CMS websites

BEHAVIOURS

- Communication
- Attention to detail
- Teamwork
- Delivery
- Pro-active, self starter

ENHANCED DBS CHECK REQUIRED?

YES

CLEAN, FULL DRIVING LICENCE?

YES (Licence not mandatory)

[CLICK HERE TO APPLICATION FORM](#)



This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

