

JOIN OUR TEAM
MARKETING
ASSISTANT

APPLICATION PACK





ROLE: MARKETING & COMMUNICATIONS ASSISTANT

TERM: FIXED TERM CONTRACTED OVER 40 WEEKS

HOURS: AVERAGE OF 10 HOURS PER WEEK

SALARY: £12 - £15 PER HOUR DEPENDING UPON EXPERIENCE

LOCATION: GREEN LANE PLAYING FIELDS, DEVIZES WITH THE OPTION TO WORK FROM HOME ON OCCASIONS

AN INTRODUCTION TO WILTSHIRE FA

Wiltshire FA is the not-for-profit, governing body of football in Wiltshire. With 1000 teams and in excess of 19,000 players of all ages and abilities playing in the County, Wiltshire FA is proud to support football For All.

We offer administration and support to players, clubs and leagues to ensure our game is positive and inclusive. We believe our game should be played with RESPECT.

We offer professional training to enhance the skills of the football workforce and develop the next generation of coaches, referees, medics and administrators.

We deliver programmes and support facilities to inspire people to take part in football making sure there are enjoyable and accessible opportunities For All.

ABOUT THE ROLE OF MARKETING ASSISTANT

After securing grant funding, Wiltshire FA is looking to recruit a dynamic individual to support Marketing and Communications. The Marketing Assistant is responsible for supporting the delivery of the Marketing & Communications Plan.

The position reports directly to the Marketing Manager and will function to promote and market the grassroots game in Wiltshire, raising the profile of Wiltshire FA. The position will support the Marketing Manager to engage participants, coaches, referees, volunteers and parents, creating relevant, engaging and informative content across multiple channels.

ROLE PROFILE

Job Purpose

- Support the implementation of the Wiltshire County FA Marketing and Communications plan.
- To assist in the efficient running of the Football Services, Football Development, Facility and Safeguarding departments.

Responsibilities

- Maintain control over Wiltshire FA brand
- Develop engaging content
- Develop and review external and internal communications, publications, printed and digital material
- Update social media accounts
- Update website content
- Utilising various channels, promote Wiltshire FA programmes and campaigns
- Write articles and press releases
- Provide support to events and campaigns
- Embed Wiltshire FA Safeguarding 365 and support independent assessment by the NSPCC

Knowledge and skills

Essential

- Copy writing
- Good understanding of digital and social media platforms
- Project Management
- IT skills

Desirable

- Proficient on Adobe Suite
- Experience of Sports sector

Behaviours

- Teamwork
- Problem Solving
- Communication
- Customer Service
- 'Can do' approach

This role will have occasional contact with vulnerable people including children and young people making this role eligible for an Enhanced DBS Check.

TO APPLY

If you are interested and would like to be considered, please complete the application form and return it by email.

- 1.) Review the role profile and ensure you have both the resource and skill set available to conduct the role.
- 2.) Complete the application form and ensure that the application form is returned no later than the closing date stated on the job advert.
- 3.) Return the valid documents to Sarah Thomas on Sarah.Thomas@wiltshirefa.com or send via post to Sarah Thomas, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP

Any applications which are either not valid at the deadline or received following the deadline will not be accepted. Those applicants that have been shortlisted for interview will be notified by email. We will not be notifying unsuccessful candidates, so if you have not received communications from us by said date and time then please assume you have been unsuccessful.

HOW CAN I FIND OUT FURTHER INFORMATION?

Should you wish to find out more about the role and the opportunity then please contact Sarah Thomas via email on Sarah.Thomas@WiltshireFA.com

IS THERE ANYTHING ELSE I NEED TO KNOW?

WCFA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process.

The successful applicant will be required to have a full driving license and access to a vehicle.

Wiltshire FA is committed to equality of opportunity & welcomes applications from all sections of the community.