

JOB DESCRIPTION: Media & Marketing Co-ordinator

Department	Commercial
Location	Liberty Stadium, Swansea SA1 – travel to other sites will also be required.
Remuneration	£21,000.00 -£23,000.00
Contract	Permanent / 40 hours per week / flexible working pattern which may include fixtures.
Roles and Responsibilities	
General Duties	<ul style="list-style-type: none"> • Hold and manage the master diary of commercial activity • Liaise with other departments of the Club on behalf of Club Partners • Ensure match day partnership elements run correctly • Be responsible for driving partner activity through digital & social channels • Produce and write commercial partner content and plan all media activities for our partners and sponsors • Produce written commercial content for use on the club website, matchday programme and social media channels • Manage the promotional activity of our current partners, including the day-to-day relationship such as: <ul style="list-style-type: none"> ○ Coordinate activations of club partners ○ Handle ticket and merchandise requests ○ Produce and manage individual sponsor handbooks ○ Produce, manage, and monitor sponsor logbook ○ Support the commercial, sponsorship and charitable work of the club on activations involving appearances of players as required
Club Policy's	<ul style="list-style-type: none"> • Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR. • Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole. • To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work. • To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety • Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary.
Person Specification	
Essential	<ul style="list-style-type: none"> • Previous experience in a marketing/communications role • Ability to multi-task and handle competing demands

	<ul style="list-style-type: none"> • Strong organisational skills • Good interpersonal skills • Proficiency in Excel and PowerPoint • Content creation experience and proven experience in social media • Excellent verbal and written communication skills
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The closing date for this vacancy will be **18th June 2021**

If you believe you have the right mix of skills for this position, please complete the Application Form [here](#).

If you would prefer a hard copy of the application or have any questions, please email jobs@swanseacity.com stating 'MMCoord Application' in the subject line.

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role. We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview