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| Job title: Community Media Officer | Salary & Hours: 35 hrs pw £17,500 | | |
| Job role: Job role: Working with the Digital Marketing Manager and Community team to develop the Club's and Community media and marketing. | | | |
| Responsible to & directed by: Digital Marketing Manager and TRIC Manager | | | |
| Liaison with: All Marketing team & all other relevant departments | | | |
| Responsible for: N/A | | | |
| Main duties: | | | |
| <ul style="list-style-type: none"> • Publicise the work of Tranmere Rovers in the Community and the Club's community work across the Club's official media platforms and external media • Work with the Digital Marketing Manager to produce a communication strategy for Tranmere Rovers in the Community • Produce regular case studies and events for awareness days • Attend Community sessions to produce video content and imagery to be used of the official community media channels • Maintain and enhance the official community media channels • Update and operate the community website • Film, edit and upload video footage for use within the Club and appropriate media channels • Attend when indicated by the Digital Marketing Manager first team home fixtures to promote the work of Tranmere Rovers in the Community and other club community initiatives • Produce graphics to advertise community sessions • Assist the marketing and media team with any other content needed for the Club | | | |
| Requirements for the post: | | | |
| <ul style="list-style-type: none"> • Media, Marketing or other relevant qualification • Experience of using Adobe Premiere Pro (or other editing software) • Experience of using Adobe Photoshop • Excellent time management skills • Ability to work as part of a team aswell as individually • A desire to learn, with the ambition to improve and develop their role • A high level of attention to detail regarding all aspects of work delivery | | | |
| Last updated by: | Hannah Naylor | Date: | 19/05/2022 |

Signed by Employee _____ Date _____

TRFC – JOB DESCRIPTION



Signed _____ Date _____
For and on behalf of Tranmere Rovers FC