



## Media Officer

- Position Type:** Permanent
- Salary:** London Living Wage
- Hours:** Full-time + all home match days
- Locations:** London Stadium, Queen Elizabeth Olympic Park, Stratford and Rush Green Training Ground, Romford
- Benefits:** 25 days' annual leave  
Contributory pension scheme  
Life assurance  
Healthcare cash plan
- Closing date:** 9<sup>th</sup> February 2018

An exciting opportunity has arisen in the West Ham United media department for a Media Officer.

The ideal candidate will need to have an interest and understanding of football, be hardworking, reliable and professional at all times, have a creative, outgoing character with accomplished communication skills and be able to work anti-social hours to include weekends and evening as requested.

### Key Responsibilities:

- Helping to manage the matchday media operation at London Stadium, including access, accreditation, press liaison and Premier League compliance with the match manager.
- Assist with management and player press appearances, interviews and press conferences.
- Assisting with an on-going communications calendar including player appearances and commercial obligations with player involvement.
- Significant role when it comes to all media matters relating to West Ham United Ladies and the club's Academy.
- Play an important role in media monitoring, flagging any potential issues before they become public and developing strategies to tackle them.
- Assist with the writing of web stories, press notices, programme articles, media briefings, social media messages and other written content.
- Lead on the collation of media coverage involving West Ham United, its manager, staff and players, as well as London Stadium.
- Acting as point of contact for media enquiries and drafting quotes, statements and responses for sign off by senior staff.

- Assist with drafting club statements and communications for board approval, and being on call at all times to deal with fast-developing situations in the media spotlight.
- Helping to develop a bridge between the first team, management and administration staff, in particular media, commercial and the West Ham United Foundation, to deliver commercial and community obligations.
- Pro-actively explore opportunities for high-profile coverage in support of the Club's key corporate objectives, and present these ideas to senior managers on a regular basis.
- Working with the Premier League and its rights holders to fulfil all obligations and avoid any penalties from the governance department.

## Equal Opportunities

1. To ensure that all departments are provided within an anti-discriminatory framework and take account of such issues as race, gender, sexuality, disability, religion and age.
2. To carry out work in a manner which promotes equality of opportunity for both staff and clients.

## Skills & Knowledge

- Previous experience working in or around football is highly desirable
- Excellent written and spoken English
- Good interpersonal skills
- Ability to cope well under pressure well and be able to meet deadlines
- Persuasive, resilient and able to handle criticism

We are committed to the principle of equality and equal opportunities in employment and have been accredited with the being Disability Confident Committed. We will actively promote equality and equal opportunities in our business to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills and abilities. Employees will be recruited and selected, promoted and trained on the basis of objective criteria.

Once you have applied for this role you are required to complete an equal opportunities survey to allow the Club to monitor the success of its equality initiatives. The survey will take two minutes and can be access using the following link: [https://www.surveymonkey.co.uk/r/WHU\\_Equal\\_Opportunities](https://www.surveymonkey.co.uk/r/WHU_Equal_Opportunities).

To apply please email your CV with a covering letter and return e-mail address to [hr@westhamunited.co.uk](mailto:hr@westhamunited.co.uk) by **9<sup>th</sup> February 2018**. We encourage applicants to apply as early as possible as we reserve the right to close the advert earlier than advertised.

