



MEDIA & ENGAGEMENT OFFICER

CANDIDATE PACK

1stCentral.
PRINCIPLE PARTNER



OFFICIAL CHARITY OF
SALFORD CITY FC

WELCOME TO FOUNDATION 92

Thank you for your interest in becoming the Media and Engagement Officer at Foundation 92. It's an incredibly exciting time to join the Charity as we continue our journey to make a positive difference to the lives of people in Salford and Greater Manchester.

Using the universal hook of Football, Foundation 92 works to proactively engage with a wide and diverse cohort of residents across the city of Salford and the Greater Manchester communities, who otherwise may face significant disadvantage, disengagement and isolation, through no fault of their own.

About the Role

Foundation 92 is looking to appoint a dedicated, committed and experienced Media and Engagement Officer who will run campaigns to promote the charities programmes, design artwork required for promotion of the charities work, whilst also posting content on the Foundation's social media platforms.

We look forward to receiving your application.



ABOUT FOUNDATION 92

Foundation 92 is a Charity founded by the Class of '92 in 2018 to give back to communities and causes close to their heart, using the power of football. Sport has long been recognised as a significant tool to have a positive impact on the lives of people and communities.

The Class of '92 co-own Salford City Football Club, which itself has undergone a significant period of change in recent years. Foundation 92 is the chosen Charity of Salford City Football Club.

The Club has a growing fan base and heightened profile, supported by local people as well as those from further afield. Some people from the local community face significant challenges on a daily basis and the Class of '92 wanted to help and support people to overcome some of those challenges, starting in Salford and then Greater Manchester.

Foundation 92 has identified a number of priority areas, based on its Founders' passion, together with evidence of need and consultation in the community.

These are; mental and physical wellbeing, engaging people with a disability, supporting people who are homeless, and engaging young people who are at risk or, or have committed offences.

OUR SERVICES



EDUCATION &
EMPLOYABILITY



HEALTH &
WELLBEING



PARTICIPATION & COMMUNITY
ENGAGEMENT

OUR MISSION

Using the power of sport and education to bring communities together.

Providing opportunities, inspiring one another and helping Salford and Greater Manchester to thrive.

THE ROLE

Job Title:	Media & Engagement Officer
Reporting to:	Head of Media & Engagement
Number of roles available:	1
Key Relationships:	All Foundation 92 Staff.
Hours of work:	40 Hours per week.
Location:	Salford.
Salary:	£24,000.00 per annum, plus expenses.
Contract:	Full Time.

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JOB DESCRIPTION

Working throughout the Greater Manchester community, Foundation 92 is proud to deliver a wide and diverse range of high quality, high impact, sustainable health improvement, education, physical education and inclusion provision, which enables members of the community to lead healthy, positive and progressive lifestyles.

Given the recent growth of Foundation 92's Media and Engagement Department, Foundation 92 is looking to appoint a dedicated, committed and experienced Media and Engagement Officer.

The Media and Engagement Officer will run campaigns to promote the charities programmes, design artwork required for promotion of the charities work, whilst also posting content on the Foundation's social media platforms.

You'll display a high level of confidence with your creative and communicative skills. This will be supported by an exciting portfolio that illustrates your passion and approach to creativity across all channels.

The role will be evenly divided between content creation, design work and campaigns. From conceptual stage through to delivery, you'll work across campaign activations and marketing activities, in a fast paced and dynamic environment.

Versatility is a key attribute. Proficiency in Adobe Creative Suite is a must, as is the ability to create assets across different touch points within our campaign marketing journey – you'll demonstrate high levels of creative expertise, presenting your ideas both visually and verbally.

The role is ideally suited to an individual with creative experience.

All postholders will be required to complete an Enhanced DBS clearance prior to the commencement of employment.

The postholder must possess a clean, UK Driving License and have access to a car.

ROLE RESPONSIBILITIES

- Develop and implement marketing campaigns on digital platforms.
- Support with daily content creation and campaigns across F92's social media platforms.
- Support F92s' teams to ensure that all programmes are promoted effectively.
- Support and assist with the delivery of F92 events including but not limited to fundraising and gala dinners.
- Create both online and offline design, campaign content and other collateral
- Work with the media team to ensure brand guidelines are used to achieve maximum customer engagement and brand recall.
- Ensure clear communication from start to finish for all graphic design-related projects and pieces of work.
- Support across other media areas as required.
- Operationally support the Foundation's match day offer with Salford City FC at home games throughout the season.

ABOUT YOU

The post holders will have:

- Marketing qualification of similar: (preferred)
- Marketing or similar field experience: 1 year (preferred)
- Self-motivated and ability to work on your own.
- Excellent interpersonal skills
- Excellent communication skills
- Excellent eye for detail
- The ability to meet and work towards targets set both internally by Foundation 92 and external partners.
- The ability to work under pressure and to tight deadlines.
- Ability to work independently and as part of a team.

This person will be;

- self-motivated
- hard working
- enthusiastic
- a team player

The post holder will be expected to:

- act with honesty and integrity at all times
- demonstrate high standards of personal conduct
- value and respect colleagues and other members of staff
- work with others to develop and improve our services
- take personal responsibility for their words and actions and the quality of service they deliver.



HOW TO APPLY

In order to apply, you should submit the following to the Head of Media & Engagement at Foundation 92; Damon Traverse at:
Damon.Traverse@Foundation92.co.uk

- A one page statement
- A current CV
- Two references to support your application

All applicants will be notified whether they are invited to interview or unfortunately unsuccessful on this occasion.

Please put 'Media & Engagement Officer' in the subject line of your email.

Should you wish to have an informal conversation about the role, please contact;

Damon Traverse, Head of Media & Engagement at Foundation 92
Damon.Traverse@Foundation92.co.uk

TERMS & CONDITIONS

Confidentiality

Any information relating to people contacted by the Charity acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff. Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members.

Disclosure

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold.

information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Charity. Any information given will be completely confidential. Salford City Football Club is registered with the Disclosure and Barring Service for the purposes of obtaining Disclosures and is committed to the Disclosure Code of Practice.

The Club will work with the Foundation to support this process until such time that it is registered. The Charity has a Policy on the recruitment of ex-offenders and on the secure storage of Disclosures in line with the requirements of the Code of Practice (all available on request). Further information can be obtained from: <http://www.disclosure.gov.uk/>

If you are successful in your application, you will be required to obtain a Disclosure at the level decided upon by the Board of the Foundation.

Safeguarding is everyone's responsibility. Employees must always have regards for the need to safeguard and promote the welfare of children and vulnerable adults in line with legislation. Employees must follow safeguarding policies and procedures and reporting mechanisms to raise safeguarding concerns and keep up to date with safeguarding training as required.



F92

Registered
Charity Number:
1180246

Visit us online:
www.Foundation92.co.uk

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