

F92



HEAD OF MEDIA & COMMUNICATIONS

CANDIDATE PACK

1stCentral.
PRINCIPLE PARTNER



OFFICIAL CHARITY OF
SALFORD CITY FC

WELCOME TO FOUNDATION 92

Thank you for your interest in becoming the Head of Media & Communications 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 a highly experienced Head of Media & Communications who will further enhance, develop and take a proactive lead in the design, development and effective implementation of Foundation 92's strategic media and communications objectives with a focus on stakeholder management.



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:	Head of Media & Communications
Reporting to:	Operations Manager
Number of roles available:	1
Key Relationships:	All Foundation 92 Staff.
Hours of work:	40 hours per week.
Location:	Salford.
Salary:	£28,000 per annum.
Contract:	Full Time.

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 community engagement department, Foundation 92 is looking to appoint a dedicated, committed and a highly experienced Head of Media & Communications who will further enhance, develop and take a proactive lead in the design, development and effective implementation of Foundation 92's strategic media and communications objectives with a focus on stakeholder management.

The successful applicant will lead the media team and will take direct responsibility for all aspects of Foundation 92's media strategy and operations.

The post holder will take direct responsibility for the following strands which currently feature across Foundation 92's media department;

- Brand management.
- Media and Communications strategic development.
- Graphic design.
- Event management.
- Campaign strategy.
- Manage relationships with current stakeholders & corporate partners.
- Support the development of new corporate partnerships.

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

- To take direct responsibility for the effective and impactful implementation of Foundation 92's media strategy, including directly supporting and working with Foundation 92's established media team.
- To take direct responsibility for all media data capture and impact measurement processes, including the reporting of media engagement outcomes to partners and Foundation 92 management in a timely manner.
- Take responsibility for the development of new, innovative and engaging media events/showcase events, ensuring that Foundation 92's strategic and local objectives are achieved at all times.
- Build upon and develop new stakeholder and investor relationships, ensuring that all developing new projects are promoted and marketed with/to partners and the communities we serve.
- Ensure that Foundation 92 is seen as the market leader in the design, development and implementation of effective, impactful and engaging media and communication campaigns.
- Work diligently and proactively with local, national and regional stakeholders in order to ensure the charities brand is represented correctly.
- Support and manage a specialist team, ensuring Foundation 92 resources are being allocated and utilised in a suitable and appropriate manner.
- Take the role of a senior leader within the media department, professionally representing Foundation 92 at key stakeholder and partnership meetings.
- Support the development of new corporate partnerships through but not limited to; event sign ups, the corporate wellbeing officer, volunteering opportunities, community CSR initiatives, the Friend of F92 programme.

ABOUT YOU

The post holders will have:

- Self-motivated and ability to work on your own.
- Excellent interpersonal skills
- Excellent communication skills
- Excellent eye for detail
- Experience in successfully managing a team.
- 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 Recruitment Manager at Foundation 92; **Recruitment@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 'Head of Media & Communications' in the subject line of your email.

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

Recruitment@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 of 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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