



Job role: Marketing and Communications Officer

Job title	Marketing and Communications Officer
Department	Marketing, Communications and Partnerships
Location	Brentford
Accountable to	Communications Manager Marketing and Partnerships Manager
Hours	Full time or part time (minimum three days)
Salary	£20,000

Brentford FC Community Sports Trust has an exciting opportunity for a newly created Marketing and Communications Officer role.

We are looking for a motivated and creative individual to join our vibrant marketing and communications team in Brentford. The successful candidate will have an important role in implementing the Trust's marketing strategy and communications plan. The role will suit someone with experience of using Adobe Photoshop, InDesign and Illustrator – along with excellent written communication skills.

The successful candidate will need a comprehensive understanding of local community issues and the benefits sport can bring to the local community.

Main responsibilities:

- To implement the Trust's communications plan and marketing strategy.
- To coordinate the day-to-day running of the Trust's website, including all the website's tools.
- To lead on the production of graphics for the Trust's online and offline channels. This will include designing compelling marketing collateral for a range of community projects.
- To assist with the development of engaging and creative social media content – including both the design and copy.
- To support the Marketing and Partnerships Manager and Communications Manager at community events.
- To support the Marketing and Partnerships Manager with the development of collateral for our partnerships.





Skills and competencies

- Excellent written communication skills with a grade B at English language GCSE or equivalent.
- Experience in a customer-facing role with excellent communication skills.
- Proficient in using Adobe Photoshop, InDesign and Illustrator.
- Demonstrable knowledge of adhering to brand guidelines.
- Experience of working with a range of social media platforms for marketing purposes.
- Experience of shooting still and moving pictures across a range of devices would be an advantage.
- Experience of working with WordPress along with relevant marketing tools is desirable.
- HTML skills are desirable but not essential.

General information

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Trust.

We are an inclusive and diverse employer and welcome applications from all suitably qualified persons regardless of race, gender, disability, religion/belief, sexual orientation or age.

All applicants will be subject to a DBS check and must demonstrate eligibility to work in the UK.

To apply, please send:

- your CV;
- a covering letter – demonstrating your suitability for the role;
- whether you can work part-time or full-time;
- a portfolio of your work.

Please send the above to communications@brentfordfcst.com

Deadline for applications is **Friday 2 August**. This vacancy may close early if we receive a sufficient amount of applications.

Interviews are schedule to take place on the **w/c 5 August**.

