JOB DESCRIPTION

Job Title: Media & Marketing Executive

Hours of Work: 35 hours per week (including home matchdays)

Salary: Competitive + benefits

Location: Millwall Football Club, The Den, Zampa Road, London SE16 3LN

Responsible to: Marketing Manager

Role Summary

An exciting opportunity for a talented and driven Media & Marketing Executive to join a leading London Championship football club and play a pivotal part in the running of the Marketing department.

The successful applicant should be confident, creative, enthusiastic, motivated and committed and have a desire to continuously improve themselves and the department.

We offer you the opportunity to join a fantastic, friendly and driven team to develop your skills and experience.

Key Responsibilities

The successful applicant will produce marketing collateral for print publications, digital and social media platforms and the club’s CRM system.

The role includes, but is not limited to:

- Supporting the Multimedia Producer in the delivery of graphic design for all marketing campaigns

- Working with other departments to produce marketing collateral in order to generate commercial revenue

- Assisting with the planning, production and implementation of the club’s CRM strategy and coming up with innovative and engaging ways to grow the database

- Studying CRM analytics to be reported to the Marketing Manager in order to make informed strategic decisions

- Helping to ensure that all internal and external marketing material strictly complies with the club’s brand guidelines

- Supporting the Marketing and Media & Communications departments with varying matchday activities and responsibilities
Required Skills

- Extensive experience in using Adobe Creative Suite (Photoshop, Illustrator, After Effects)
- Proficiency in Microsoft Office Software
- Experience in sharing content on social media and digital platforms
- At least one year of experience in a marketing role or environment

Personal Skills

- High level of creativity
- Confidence to come up with and share new ideas
- Trustworthy, conscientious and reliable
- Ambitious, enthusiastic, energetic and driven
- Ability to be proactive and handle multiple priorities
- Ability to work under own initiative and as part of a team
- A clear, polite and professional manner
- Outstanding organisational skills
- A commitment to improving yourself as well as the department

This is an exciting opening for the right individual to work successfully, energetically and in a challenging and dynamic environment within the football industry. You will be given plenty of opportunities to develop new skills.

Hours of Work

You will be required to work between 35 hours per week (inclusive of midweek and weekend matchdays), and you will be expected to work as reasonably required to fulfil the needs of the business.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably requested. Millwall Football Club values diversity within our business, we have a philosophy of equal opportunity for all.

Please send a CV, covering letter and examples of any work to scatchpole@millwallplc.com
Please state your current salary (if applicable) in your application
Closing date for applications: Close of play on Friday 6th April
Interviews and Assessment: Week commencing Monday 9th April
Start Date: Flexible