



## Role Specification

### Job Title Marketing executive

<b>Job title</b>	Marketing Executive
<b>Location</b>	Fratton park, Portsmouth Football Club
<b>Hours of work</b>	Full time
<b>Reports to</b>	Head of Marketing Department
<b>Remuneration</b>	£18,000 -£20,000 per year

### Role summary

We're looking for someone confident, creative and committed to join the marketing team at Portsmouth FC.

Reporting directly into the Head of Marketing, you will support key campaigns throughout the season, whilst also managing and creating the club's email marketing.

### Key Tasks

- Help produce marketing collateral for print, digital and social platforms
- Work with other departments to produce marketing plans in order to meet objectives
- Delivery of email marketing campaigns for club ticketing, retail, hospitality and partnerships
- Managing the club's official online memorabilia store website ([pompeyshop.co.uk](http://pompeyshop.co.uk))
- Supporting the management of the club's new supporter loyalty programme
- Support the marketing, partnerships and media departments with varying matchday activities



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### Requirements of the role:

- IT literate - experience in using Microsoft Office and Adobe Creative Suite, especially Photoshop
- Strong written and verbal communication skills
- Good organisational and planning skills
- The ability to respond quickly to changes at short notice
- Team player
- Right to work in the UK

You must have at least one year of experience in a marketing role to be considered. Please note you will also be required to work matchdays during the football season.

### How to apply

The Club will not consider applications via third parties.

To apply send your CV and cover letter to Matthew Barker – the Head of the Marketing Department via [matthewbarker@pompeyfc.co.uk](mailto:matthewbarker@pompeyfc.co.uk) –no later than 31<sup>st</sup> July 2022.

If you don't hear from us within 7 days of the closing date, please consider that your application was unsuccessful.

At Portsmouth Football Club we are committed to Equality, Diversity and Inclusion and we aim to build an accurate picture of the make-up for our talent pools. Therefore, we ask that you submit the information on the below link to ensure we are always attracting a broad and diverse range of exceptional talent from all areas of society. Responses are anonymous and the data gathered will be used to inform our future initiatives but filling in this form is voluntary

<https://forms.gle/H7NmjG95fgLSaWPD7>



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#### General information

**We're committed to diversity and inclusion** and want people from all walks of life to apply for our vacancies. We will make reasonable adjustments throughout the recruitment process to help you. If you need any support with your application, please get in touch with us. We are happy to help.

#### Safeguarding

Portsmouth Football Club is committed to the safeguarding and welfare of all children, young people and adults at risk and this is endorsed by the club's board. We are committed to ensuring that any club related activity will be in a safe environment where children, young people and adults at risk are protected from harm or abuse whilst under our care.

The club have a safer recruitment policy which sets out our practice to ensure all staff and volunteers are suitable to work with children, young people and adults at risk. As part of our safer recruitment policy we ask every successful candidate to give their consent for us to obtain two written references and to provide us with documentary proof of qualifications.

The successful candidate will also be subject to a basic level DBS check along with completing a self-declaration form as part of the recruitment process.

Any offer of employment will be conditional on these requirements being satisfactory.