



Internal & External Job Advertisement

Media Officer

As an integral part of our dynamic team, you will play a crucial role in upholding our organisation's commitment to sustainability. Regardless of your specific role in marketing, HR, procurement, or any other department, we expect all employees to actively embrace and adhere to our sustainability policies. Your dedication to environmentally conscious practices, resource efficiency, and ethical considerations will contribute to our collective efforts in fostering a responsible and sustainable workplace. We believe that each team member, regardless of their functional area, plays a vital role in promoting and implementing sustainable practices that align with our organizational values

Exeter City Football Club seeks to ensure the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in its activities.

Are you a talented communicator with a passion for sports and media? We're looking for a dynamic Media Officer to help us share our stories, engage with fans, enhance our public profile and share our special story.

Who are we?

Exeter City Football Club is a special club with over 20 years of Supporters' Trust ownership something we are very proud of. Our ownership model places our supporters and community engagement at the forefront of everything we do and we are proud to have a special place in the heart of the community. Trust ownership is reflected in our commitment to balancing on-field success with long-term sustainability and we have a remarkable track record of nurturing talent through our Academy, promoting players to the first team, and maximising their performance. In addition to the success of our Academy and men's team Exeter City Women successfully transitioned into being fully managed by the Club in 2024 and were promoted to the third tier of women's football in the FA Women's National League Southern Premier Division in 2024.

Culture

We recognise the advantages of having a diverse workforce with a broad range of skills, diversity of experiences and perspectives and we embrace the creativity and innovation this brings. We pride ourselves on having an inclusive culture and a workplace that brings opportunity, development and growth. We embrace a culture of accountability where we set clear expectations and goals, open lines of communication and strong leadership.

Role

We are seeking a passionate, creative and detail-oriented Media Officer to support the Club's media and communications team. The ideal candidate will help deliver engaging content spread across the Men's, Women's and Academy on our digital platforms, assist on matchdays with media operations contributing to strengthening the Club's connection with fans, sponsors and the wider footballing community.

As Media Officer, you will:

- Actively manage and create engaging multimedia content for press, social media, and digital platforms.
- Build relationships with colleagues, journalists and media outlets, ensuring our successes and activities receive maximum coverage.
- Provide matchday media support, from live social media updates to producing post-match content.
- Collaborate with players, staff and stakeholders to coordinate interviews, press conferences and events.
- Draft press releases, articles, matchday programmes, and newsletters.
- Manage social media channels and actively engage with fans online.
- Cover matchdays, producing live updates, photography, and post-match reports.

- Respond to media enquiries and act as a central liaison for press.
- Monitor media coverage.

Please refer to our website for the full job description and person specification.

If you wish to apply for this position please follow the link and apply via our HR platform, People HR:
<https://ecfc.peoplehr.net/Pages/JobBoard/Opening.aspx?v=4cf76c3a-a79d-48dd-bfaf-7e18fb704628>

Only completed applications that are submitted via People HR will be accepted. Any applications after the closing date will not be accepted.

The closing date is: Tuesday 19th August 2025

Interview date: To be confirmed

All candidates will require a DBS Check and must be able to prove their eligibility to work within the UK.

ECFC is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.



Job Description

Media Officer

Department	Media and Communications
Location:	The Cliff Hill Training Ground, Exeter & St James Park, Exeter
Contract Type:	Full-time, permanent
Reports to	Media and Social Media Manager

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Main Purpose:

As part of the media and communications team you will contribute to strengthening the Club's connection with fans, sponsors and the wider footballing community through innovative media strategies showcasing our achievements and create lasting memories for our fans.

You will be responsible for supporting the media team with day to day operational tasks and will play a key role in our matchday operations delivering engaging content across the Men's and Women's teams and Academy on our digital platforms.

As Media Officer you will utilise your strong written and verbal communication skills and flair for storytelling and ensure you are organised, proactive and able to meet deadlines within a fast-paced environment.

Role Summary

The key responsibilities of this role are:

- Assist in the creation and scheduling of digital content across social media platforms for Men, Women and Academy (X/Twitter, Instagram, Facebook, TikTok, YouTube, etc.).
- Live social media coverage of matches and post-match reporting/write ups
- Support the production of video content including match previews, post-match interviews, and behind-the-scenes features.
- Help maintain and update the club's official website and app with news articles, match reports, and player features.
- Contribute to the production of the matchday programme and other printed materials.
- Capture high-quality photos and video content during training sessions, matches, and club events.
- Assist with live matchday coverage including live tweeting, press box coordination, and post-match media duties.
- Liaise with players, staff, sponsors, and media outlets to facilitate interviews and press requests.
- Monitor fan engagement and analytics to help grow the club's digital presence.
- Help manage media accreditation requests and coordinate with the EFL regarding broadcast access and licensing.
- Production of match day notes for the PA announcer.
- Production of match previews for club website.
- Organise and archive digital content (images, videos, press releases) in a structured media library.
- Draft press releases, internal announcements, and official club communications when required.
- Collaborate with the commercial team to support sponsor activations, branded content, and partnership announcements.
- Contribute to community and academy coverage, helping promote the work of the club's charitable and youth development arms.
- Attend and cover (where required) club events, fan forums, and community outreach programmes, producing content that reflects the club's values.
- Support the implementation of digital campaigns and seasonal content strategies, including transfer window coverage and kit launches.

This job description 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 consultation in the light of the changing business needs.

Qualifications/Experience/Knowledge required: Please see person specification.



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Person Specification

Qualifications	Essential (E)	Desirable (D)
Full drivers licence	E	
Relevant qualifications in media, journalism, communications, or a related field.		D
Skills/Competencies	Essential (E)	Desirable (D)
Familiarity with content management systems.		D
Excellent written and verbal communication skills.	E	
Awareness of tone, timing, and platform-specific content strategies.		D
Comfortable capturing and editing on-the-go content, including quick-turnaround stories and social clips.		D
Knowledge & Experience	Essential (E)	Desirable (D)
Knowledge of analytics tools, such as Meta Insights, X Analytics, or Google Analytics.		D
Previous experience working in sports media or a similar environment.		D
Working knowledge of social media platforms and digital content trends.	E	
Basic video editing and graphic design skills (e.g., Adobe Premiere Pro, Photoshop, Canva).	E	
Photography and camera operation skills.		D
Familiarity with broadcast/media relations, including writing press releases and liaising with journalists.		D

Personal Qualities	Essential (E)	Desirable (D)
Enthusiastic, proactive, and capable of working to tight deadlines.	E	
Ability to work independently and as part of a small, dedicated team.	E	
Ability and commitment to travelling and working in line with industry demands including evenings, weekends and matchdays.	E	
Strong organisational skills with the ability to prioritise tasks and meet deadlines in a fast-paced environment.	E	
A keen interest in football and a good understanding of the game, particularly the EFL.		D
Commitment to professional development and learning new tools or techniques.		D
Ability to demonstrate and promote good practice in line with the company ethos	E	
Understanding and recognition of the principles of equality and diversity.	E	
Commitment to seek to ensure the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in Club activities.	E	



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Employee Benefits

As a Club it is important to us to provide a competitive employee benefits package as we understand this plays an important role in supporting our team.

Benefit packages vary from one organisation to the next, however our central theme is to help improve the wellbeing of staff and demonstrate that we are willing to offer above and beyond the minimum requirements to foster a positive working relationship.

We hope our benefits package can play a significant role when it comes to recruitment and retention and we have set out the Company's employee benefits to provide transparency and equality to all employees.

We will continue to review our remuneration package to ensure it is considered attractive and competitive.

We offer:

- Hybrid working, with flexible working pattern (dependant on role)
- Annual pay review process in line with objectives and performance
- Annual discretionary company bonus
- Company sick pay 5 days full pay based on a rolling year
- Income protection plan
- Birthday day off
- Enhanced annual leave
- Cycle Scheme
- Employee Assistance Programme
- Mediacash
- Employee discounts (internally and external businesses)
- Free on-site parking



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