



Internal & External Job Advertisement

Matchday Media Assistant

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.

We are recruiting a Matchday Media Assistant on a casual worker, seasonal basis to support our media and communications team in creating, organising and managing content at men's home and away matches and women's home matches.

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

As part of our media and communications team you will promote our unique Club, enhance our media presence and focus on supporting the team with our away match media coverage. You will bring your media skills, experience and passion to 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 Matchday Media Assistant you will:

- Actively manage and create engaging multimedia content for press, social media, and digital platforms.
- Provide matchday media support, from live social media updates to producing post-match content.
- Collaborate with players, staff and stakeholders to coordinate interviews.
- Manage social media channels and actively engage with fans online.
- Cover matchdays, producing live updates, and post-match reports.

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=48c932f8-a5a7-4266-8b60-2c83ef3e84f2>

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: Sunday 26th October 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

Matchday Media Assistant

Department	Media and Communications
Location:	In line with Away Fixtures, Coach Road, The Cliff Hill Training Ground & St James Park, Exeter
Contract Type:	Casual Worker, Seasonal
Reports to	Media and Social Media Manager

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Main Purpose:



As part of the media 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.

With a key focus on our matchday media delivery you will support the Club's social media, website, and audio-visual output throughout the season by attending first team away fixtures and women's home matches.

You will be required to travel long distances as per away fixtures to deliver media coverage pre, during and post-event, conducting player and management interviews, communication with fan base through social media and web and ensuring engaging video content and keeping the website up to date.

Role Summary

The key responsibilities of this role are:

- Operation of the Big Screen on home matchdays at St James Park
- Create engaging content for supporters who are following our team and matches through social media channels.
- Match updates for men's away and women's home matches, closely following the established club style guide.
- Editing of match graphics and official club photographs if/when required.
- Editing of match day videos where appropriate.
- Transcribing and writing up of interviews with first team management and staff.
- Writing of detailed match reports, closely following the established company style.
- Writing any other associated match day content when required.
- Conducting and filming interviews with first team players and staff.
- Ensure you have fully read and understood all relevant company policies including safeguarding, health & safety and any policies or updates issued by HR.
- At all times, comply with the company policy and code of conduct.

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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Exeter City A.F.C Ltd Registered in England no. 97808



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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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