



Be part of our family
*engaged, inspired,
achieving its potential*

Media Officer Vacancy

Initial 1 Month Fixed Term Contract

Full-time 37.5 hours per week

Salary band Foundation Level 1: £17,000 - £18,999

During Lockdown, we are increasing our media and digital content, so we are looking for someone who is available IMMEDIATELY to take up this exciting short-term opportunity to join our media team.

As a Media Officer you will:

- Be part of our Media Team to create and produce media content during lockdown to support with the online digital provision for our delivery partners and participants.
- Have a passion and expertise for producing high quality, creative and innovative video and social media content.
- Have or be studying towards a relevant media degree.
- Be willing to start immediately.
- Have your own transport and be willing to film video content in the community – following all government guidelines and restrictions.
- Be willing to work flexibly, there may be a requirement for some unsociable hours including evenings and weekends.



Our Goal

WE WILL DELIVER

10

MILLION HOURS

MAKE A DIFFERENCE TO

100

THOUSAND LIVES

OVER THE NEXT

10

YEARS

Our Values



Our Focus



Key Duties:

- Creating content for The Foundation's website
- Support the Foundation's social media accounts creating content to be creative and interactive to connect to our community.
- Produce high quality video and photographs for use on website, social media and marketing campaigns
- Produce high quality video content for online curriculum support and project specific programmes
- Support the production of all promotional material ensuring it is produced to a high and consistent standard and adheres to relevant branding guidance (e.g. Premier League, EFL, WBA FC and funding partners)
- Work towards targets set in The Albion Foundation action plan for media
- Support the Foundation Director and Fundraising Department with all fundraising events/activities
- Archiving The Albion Foundation's media content
- Any other duties deemed appropriate by your line manager

To learn more about what we do please follow the links below:

"A Godsend to participants"

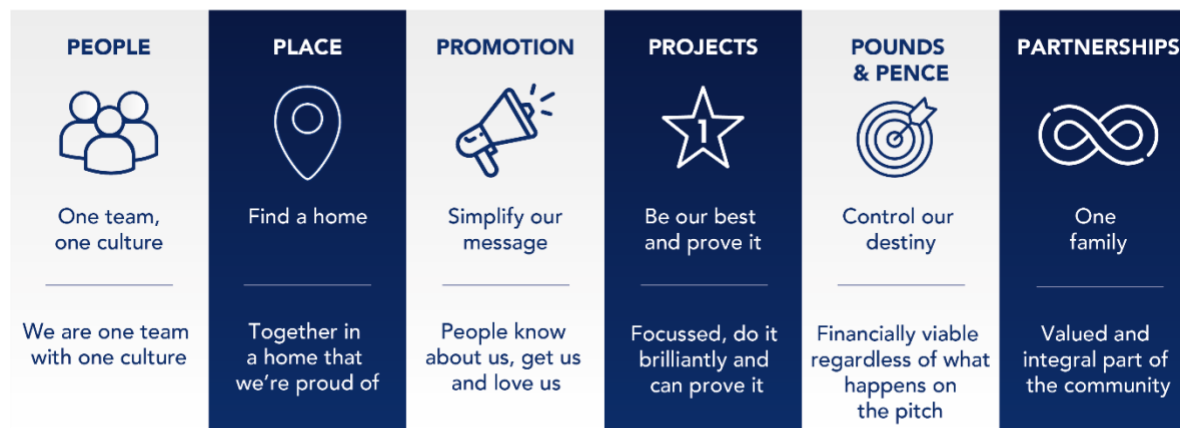
"You gave us our Son back"

"I'll be forever in their debt"

Further information is available on our website at:
www.wba.co.uk/foundation



Our Pillars to Progress



How to Apply

To be part of our family, we request that applications are made by submitting a covering letter alongside your CV and a copy/link to examples of video and written work to:

hr@albionfoundation.co.uk

The deadline for applications is at **12:00 on Friday 15th January** and online interviews are currently scheduled for the **18th & 19th January**. The post is subject to an Enhanced DBS check and references.

Should you wish to discuss this opportunity in more detail then please send your contact details to hr@albionfoundation.co.uk and we'll be in touch.