



Job Description

Job Title: Content and Social Media Executive

Reports to: Head of Content

Job Purpose: To service sports accounts on a daily basis by keeping digital platforms up-to-date and working to content calendars. Establishing and maintaining strong client relationships through regular close contact account management which will involve some out of hours work. To deliver excellent service to all accounts in line with contractual agreements.

Main Duties and Responsibilities:

1. Maintain client websites and social media accounts in line with agreed content calendar.
2. Generate news and features to develop digital platforms to clients' expectations.
3. Conduct timely and effective interviews with client's nominated person(s), face-to-face, by telephone, or other suitable medium, and write editorial copy to client's direction.
4. Be responsible for management of the editorial process by ensuring content is uploaded to digital platforms in line with content calendar.
5. Proactively ensure at least weekly liaison with clients to ensure constant work flow and deadlines are met.
6. Be responsible for communication and co-ordination with other contributors to ensure constant work flow and deadlines are met.
7. Ensure all content meets client style guide, including checking any delegate work.
8. Ensure out of hours cover is organised and be accountable for active communication with contributor's regarding their contribution, obligation and deadlines.
9. Actively manage work schedules for contributors, liaising with Head of Content when necessary.
10. Assist Managing Director and Marketing Executive with new business leads.



finalthirdsportsmediaLtd.

Personal Specification – Content and Social Media Executive

The successful candidate will be able to demonstrate the following:

Essential

1. Knowledge and passion for sport
2. Solid understanding of the digital landscape including social media
3. Excellent content creation and written skills with strong attention to detail
4. Great organisational and interpersonal skills
5. Enthusiastic, hard-working and self-motivated individual with excellent time management skills
6. Competent and committed team player, also capable of working independently on own initiatives
7. Relishes working under pressure, delivering high quality work to defined deadlines

Advantageous

1. Experience of working with photography and video editing software
2. Experience of HTML editing software and content management systems
3. Experience of publishing and design software
4. Good understanding of analytics and usability
5. Knowledge of the international sports environment

Please note:

The role may require national travel including some overnight stays. Regular evening and weekend working will also be required.

To apply:

Please submit a cover letter and CV to hr@finalthird.co.uk. Include the title of the position in the subject line of the email.

Application deadline: 5pm on Friday 31st March 2017

Interview date: Week commencing 3rd April 2017