**Centre for Access to Football in Europe (CAFE)**

For Official Use Only

**Media and Communications Assistant**

Full time – competitive salary

Due to current circumstances, the role will be based remotely until further notice. A flexible approach between remote work and being based in the CAFE Headquarters in central London, will be considered once safe.

**Application Form (June 2020)**Alternative formats are available upon request – if you require assistance in completing the application form please contact us via email or phone:

E: [careers@cafefootball.eu](mailto:careers@cafefootball.eu)

T:+44(0)208 065 5108.

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| **Please complete the following form and attach the Equality Monitoring Form, a copy of your CV and a brief supporting letter.**  **Please also attached a short article** **of 500 - 1,000 words, with the following title:**  **What can football do to improve access and inclusion for disabled people?** | | | | |
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| **Full name (and title)** | |  | | |
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| **Address** | |  | | |
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| **Your preferred contact telephone number and email address** | |  | | |
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| **Specific skills and experience sought during this recruitment**  It will help you to read the Job Description before completing this section. You should respond to each of the criteria with evidence detailing relevant skills and experience. Please enter text where instructed – the boxes will expand as you type. | | | | |
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| **Essential Criteria - Candidates must be able to demonstrate:** | | | | |
| **Computer literate (Word, Excel, PowerPoint, Outlook)** | | | | |
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| **Experience in managing and updating social media accounts (Facebook, twitter, Instagram, LinkedIn)** | | | | |
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| **Ability to write engaging stories, articles and interviews** | | | | |
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| **Capacity to write for a range of different audiences** | | | | |
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| **Ability to think of new ideas** | | | | |
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| **Capacity to work under own initiative and meet objectives** | | | | |
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| **Self-motivated and passionate about access and inclusion** | | | | |
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| **Ability to report on progress and work together to achieve goals** | | | | |
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| **Capacity to meet tight deadlines and adapt at short notice** | | | | |
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| **Flexibility in working arrangements and willingness to travel away from home and work (occasional) evenings and weekends** | | | | |
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| **Desirable Criteria (not essential):** | | | | |
| **Ability to communicate in other languages** | | | | |
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| **A good understanding of the social model of disability** | | | | |
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| **Previous experience in a media or communications environment** | | | | |
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| **Previous experience of working in sport or disability** | | | | |
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| **Confidence in interviewing external stakeholders** | | | | |
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| **Please give any additional information you feel may be helpful in assessing your application** | | | | |
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| **What are your main interests and hobbies?** | | | | |
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| **Where did you hear about this position?** | | | | |
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| **Declaration: I confirm that all the information given on this form and any supporting material is true and complete.** | | | | |
| Name |  | | Date |  |
|  | | | | |
| **The deadline for receiving applications is 17.00 (BST) on Wednesday 22nd July 2020**.  This Form, your short article, Equality Monitoring Form, CV, brief supporting letter and [**guaranteed interview scheme form**](https://www.cafefootball.eu/Handlers/Download.ashx?IDMF=7893fe58-f576-4338-9d1a-3c28b7e05ac7) (if applicable) should be sent to :  E: [**careers@cafefootball.eu**](mailto:careers@cafefootball.eu)  or by post to:  Centre for Access to Football in Europe (studio 212), European Football Hub,  The Record Hall, 16-16A Baldwins Gardens,  London, EC1N 7RJ,  United Kingdom | | | | |

**Please note**: All applications will be treated in strictest confidence and CAFE may hold your details on file for future reference.