**Media and Communications Assistant
Centre for Access to Football in Europe (CAFE)**

Hours: Full time
Salary: competitive
Based: Remotely initially, then flexible between remote and CAFE Head Office, central London

**Equality and inclusion are at the heart of our mission and we are absolutely committed to creating a diverse and inclusive work place with equality of opportunity for all.  CAFE particularly welcomes applications from disabled people, and guarantees interviews to disabled applicants who meet the minimum job criteria.**

Under the CAFE guaranteed interview scheme (GIS), a disabled candidate will be selected for interview if they meet the **essential criteria** for the post. If you wish to apply under the GIS please complete the [**GIS form**](https://www.cafefootball.eu/Handlers/Download.ashx?IDMF=7893fe58-f576-4338-9d1a-3c28b7e05ac7) and return it with your application.

If you need any information in a different format e.g. large print or braille contact CAFE on +44(0)208 065 5108 or **careers@cafefootball.eu**.

CAFE is seeking to appoint a full-time Media and Communications Assistant to support the department Manager and the rest of the team.

CAFE works closely with our partners at UEFA, and other key stakeholders to promote improved access and inclusion across football. Using the game’s unique power, we celebrate the many roles disabled people can play within football, including as spectators, players, volunteers, coaches, administrators, leaders and decision makers.

This is an exciting opportunity to work as part of a media and communications team on a European level. The CAFE team is particularly looking for someone who is creative, engaging and passionate about improved access and inclusion for all, with the ability to write for a number of different audiences.

The successful candidate’s role will include supporting the Media and Communications Manager in writing and publishing news articles, monitoring and updating social media channels, and liaising with internal and external colleagues to source news articles. They will report to the Media and Communications Manager and work closely with the rest of the CAFE team.

CAFE has a diverse range of stakeholders from across Europe, including sports governing bodies, national associations, leagues, clubs, equality and disability NGOs and fans groups, alongside disabled supporter groups and individual disabled fans and their advocates.

Applicants should have an understanding of access and inclusion issues faced by disabled people within sport or in the wider society. They should be computer literate, able to work both independently and as part of a team, and be an excellent communicator in written form. They should be fluent in English. Additional language skills would be beneficial, but are not compulsory.

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. The role may also require some travel, including occasional weekend and overnight commitments. This will only occur when safe to do so. When travelling, the costs of transportation, accommodation and reasonable expenses will be covered by CAFE.

**Key responsibilities**

* Writing, editing and publishing news articles and interviews
* Monitoring and updating CAFE’s social media channels
* Editing and formatting reports and guidance notes
* Working with external partners to publish mutual news stories, and promoting the works of both CAFE and our partners
* Liaising with the rest of the CAFE team to source news articles, interviews and case studies
* Data inputting and upkeep in internal Customer Relationship Management system and CAFE website
* Researching topics related to access and inclusion
* Working closely with the Media and Communications Manager to support and plan CAFE communications
* Supporting the rest of the CAFE team with occasional administration tasks

**Key knowledge, skills, experience, competencies and qualifications**

**Essential:**

* Fluent in English
* Computer literate (Word, Excel, PowerPoint, Outlook)
* Experience in managing and updating social media accounts (Facebook, twitter, Instagram, LinkedIn)
* Ability to write engaging stories, articles and interviews
* Capacity to write for a range of different audiences
* Ability to think of new ideas
* Capacity to work under own initiative and meet objectives
* Self-motivated and passionate about access and inclusion
* Ability to report on progress and work together to achieve goals
* Capacity to meet tight deadlines and adapt at short notice
* Flexibility in working arrangements and willingness to travel away from home and work (occasional) evenings and weekends

**Desirable:**

* Ability to communicate in other languages
* A good understanding of the social model of disability
* Previous experience in a media or communications environment
* Previous experience of working in sport or disability
* Confidence in interviewing external stakeholders

**CAFE core values:**

CAFE is looking to appoint the right person for the role, but also the right person to complement our small, motivated team. We are seeking to appoint someone who is:

* Respectful
* Keen to learn and improve
* A team player
* Creative and adaptable
* Ambitious
* Positive and fun
* Enthusiastic
* Professional
* Passionate and committed
* Empathetic and understanding

**CAFE is committed to ensuring that our recruitment processes are barrier-free and as inclusive as possible to everyone. If you would like us to do anything differently during the application process, please contact us at the email address or phone number below.**

To submit your application, please send by email or post (details below) the following:

* a copy of your CV (with details of your current / last salary)
* a completed application form
* a short article, of 500 - 1,000 words, with the following title: What can football do to improve access and inclusion for disabled people?
* Equality Monitoring form
* a brief supporting letter
* a guaranteed interview scheme form (if applicable)

Please use the reference: ‘CAFE – Media and Communications Assistant’ in the subject title and return **by 17.00 (BST) on Wednesday 22nd July 2020** via email or post:

E: **careers@cafefootball.eu**

Address: European Football Hub, studio 212

The Record Hall, 16-16A Baldwins Gardens,

London, EC1N 7RJ,

United Kingdom

Interviews will take place via Zoom in July and August 2020.

For more information about the role, please call +44(0)208 065 5108 or email **careers@cafefootball.eu**.