



FOUNDATION

Wycombe Wanderers Foundation
Media & Communications Officer

Summary

Are you passionate about using the power of sport, education and community engagement to create real world change? At Wycombe Wanderers Foundation we believe everyone deserves the chance to improve their skills, access opportunities and fulfil their potential. We are looking for a talented, ambitious and dynamic individual to help us tell our story and develop a career in media and communications.

As our new **Media & Communications Officer** working across the entire organisation, you'll play a key role in planning, capturing, narrating and measuring the impact of our operations across our four key areas of work. You will be part of a team that delivers real world impact – and play a pivotal role in communicating that impact both internally and externally.

We are looking for an all-rounder with an interest and skillset behind and in front of a camera, as well as a determination to learn, develop and hone those skills, with creative freedom and support.

Based at Adams Park, the home of Wycombe Wanderers FC, this is not a desk job - it's hands on, passion-led, and deeply rewarding. If you're someone who thrives on connection, creativity, and purpose, and you're ready to bring energy and innovation to a growing Foundation - this is your opportunity to do work that matters every day.

If you can meet, match or exceed the stated role pre-requisites or are working towards them, we'd like to hear from you. Please provide a **CV**, a **completed employment application form** (available in the Employment section of our website, in About Us) and **examples of your work in the following four areas** and send to mark.gaitskell@wwfc.com.

- 1. Photography**
- 2. Videography**
- 3. Written journalistic piece**
- 4. Social media content**

Recruitment Process Milestones

Application Deadline – 27th July 1pm

Contacting ALL applicants – 28th July

First Stage Interview (online) – 29th – 31st July

Second Stage Interview + Task (in person) – 4th or 5th August

Contacting Interviewees – 6th August

Start Date – Mon 7th September



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Key Information

Location: Adams Park Stadium, Hillbottom Road, High Wycombe, HP12 4HJ

Salary & Benefits: £25,000 + well-being allowance, 20 days A/L + bank holidays and birthday

Total Hours: 37.5*

*This role will require some work on evenings and weekends

Important!

WWF are fully committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. As the role will involve direct access to young people under the age of eighteen, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check, to ensure their suitability for the role.

Two references will be required prior to start date approval, with your assistance potentially required should they be delayed.

WWF is a charity committed to promoting equality, diversity and inclusion, and the recruitment process for the role being advertised will adhere to the latest equality legislation. All recruitment decisions are based upon the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, beliefs or sexual orientation.

Please note that we would particularly welcome applications from black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities as we are keen to increase the representation of these groups within WWF.

Role Accountabilities & Key Duties	
1.	Work hard, have fun and be a kind person.
2.	Plan, capture and narrate the Foundation's digital, media and communications output creating original and engaging content that tells our story, supporting engagement, growth and impact.
3.	Take a lead on the measurement, reach and impact of our communications ensuring an informed and data led approach.
4.	Work with department heads and senior staff to plan and deliver our broader communications strategy.
5.	Work with senior staff to support the appropriate collection of programme data, monitoring and evaluation of programmes and lead on the production of key impact reports and external facing documents.
6.	Have a proactive, energetic and can-do approach with an ability create connection, enthusiasm and interest.
7.	Enjoy multi-tasking and the challenges of balancing time and task management to ensure output.
8.	Via our communications, play your part to identify, develop and maintain strategic relationships with key stakeholders/external organisations that will assist WWF in achieving its aims and objectives.



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9.	Ensure that the health, safety and well-being of our participants and staff remains of paramount importance at all times. In doing so, we ensure compliance with all relevant WWF policies, legal, regulatory, ethical and social requirements at all times.
10.	Take pride in your/our professional image and act as an ambassador for WWF and WWFC at all times.
11.	Possess and maintain a flexible approach to work, undertaking other duties and responsibilities as required by WWF.
12.	Demonstrate a thirst for continuous improvement - attending training courses and CPD sessions as and when available.

Qualification Prerequisites		Essential	Preferred
1.	Recognised qualifications in media, communications, journalism or social media management.	X	
2.	A degree in any of the above areas.		X
3.	Recognised qualifications in photography, videography (<i>capture & editing</i>)		X
4.	An accepted enhanced Criminal Records Check (<i>to be undertaken by WWF</i>)	X	
5.	Valid FA Emergency Aid and Safeguarding Children Certificates (<i>can provide</i>)	X	

Skills, Knowledge & Experience			
1.	Media and communications experience.	X	
2.	Experience planning and delivering engaging media content to different audiences with differing objectives.	X	
3.	An understanding of how to grow social media channels and engagement.	X	
4.	Skills & a keen interest across different social media platforms – Instagram, X, Facebook, TikTok, LinkedIn.	X	
5.	A passion and excitement for a career in media and communications, with a desire to shape, learn and hone your craft.	X	
6.	Ability to build and maintain effective relationships with key stakeholders.	X	
7.	A wide range of media skills & interests in front/behind a camera, editing and design software, planning/organisation tools.	X	
8.	Highly organised with excellent verbal and written skills, with an ability and comfort with multi-tasking, managing time/tasks and meeting deadlines.	X	
9.	A passion for delivering high quality output and attention to details.	X	
10.	Knowledge and understanding of safeguarding issues	X	
11.	A commitment to exhibiting world class basics on a daily basis	X	
12.	Driving licence and access to a car with insurance for business use	X	