

Role Description

Role Title	Women's Media Intern
Department	Media and Communications
Reports to	Head of Communications
Location	Remote working and at various stadium locations
Salary	Volunteer
Hours	Matchdays and one day a week
Role Summary	<p>The Women's Media Intern for Cambridge United will closely work with the Club's Communications team and Women's Media Officer to help support the media output of Cambridge United Women.</p> <p>The primary focus for the candidate will be to promote the Women's team through social media and the website. They may be required to provide reports on games, update graphics, capture content through visual media and showcase the work that Cambridge United Women do with engaging content.</p> <p>Experience of any of the following skills would be advantageous: Photography, Videography, Editing, Graphic Design, Writing Sports Copy.</p> <p>During the week they will be required to support the team with other duties, during hours which work with the students' schedule.</p> <p>In addition to this, may be required on occasions to support the team with other media and marketing duties.</p>
Key Role Outcomes	<ul style="list-style-type: none"> • Work with the Women's Media Officer to plan, execute and deliver engaging content for Cambridge United Women's social channels • Attend fixtures to cover CUWFC games for official Club channels • Commit to continual improvement and ensuring the Club's output is engaging, innovative and of the highest standard • Assist with the production and delivery of all visual Academy media – photos, video and graphics • Write articles about the Women's game for Website and Matchday Programme • Any other reasonable duties

This role description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your volunteering, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the role description.

Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Excellent written and verbal communication skill	✓	
Creative mind-set	✓	
Commitment to creating first-class, accurate and engaging content	✓	
Ability to produce high level imagery through Adobe Photoshop		✓
Ability to take high level photography and videography		✓
Ability to manage the Club's website CMS and write articles	✓	
Calm and flexible approach	✓	
Ability to respond and react to deadlines that arise at short notice	✓	
Strong interpersonal and listening skills	✓	
A willingness to take on and learn new tasks and skills	✓	
Highly trustworthy with confidential information	✓	
Commitment to quality and continuous improvement	✓	
Personal Qualities/Attributes		
Hardworking and enthusiastic	✓	
Excellent organisational skills and attention to detail	✓	
Reliable and committed	✓	
Ability to work independently and as part of a team	✓	
Able to communicate effectively	✓	
Willingness to work weekday evenings	✓	
Excellent team player and motivator	✓	

Application Process

Application Instructions	Interested applicants should apply by submitting their CV and Cover Letter, applications which do not include both documents will not be reviewed.
Application Closing Date	Fri 18 July

Interview Date(s)	
Start Date	August 2025
Mission, Vision & Values	<p>Mission Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community.</p> <p>We are custodians with a collective responsibility to protect and enhance the Club for future generations.</p> <p>Vision Creating Memories We engage current and future generations of supporters by creating memorable moments.</p> <p>Driving Standards & Performance We will evolve by driving standards and performance through self-reflection and education.</p> <p>Enhancing Lives We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p> <p>Values We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 keys values.</p> <p>Teamwork We achieve more through working together than alone and are United in Endeavour.</p> <p>Hard Work We are committed to learning and working towards our pursuit of excellence in everything we do.</p> <p>Humility We will celebrate each other's successes and recognise that no individual is greater than the collective.</p>
Employability Statement	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.

Equality, Diversity & Inclusion

Cambridge United FC is committed to promoting equality of opportunity for all staff and role applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.

<https://forms.office.com/e/WkrhMHMzzL>