

Job Description

Job Title	Media & Communications Executive
Department	Media & Communications
Reports to	Head of Communications
Location	The Cluedara Abbey Stadium, Newmarket Road, Cambridge, CB5 8LN The successful candidate will be required to attend Cambridge based training venues, as well as away fixtures when required at stadiums across relevant leagues.
Salary	£24,785 per annum
Hours	37.5 hours per week (including attendance at men's and women's matches and other club and community events as requested)
Role Summary	<p>Cambridge United, in partnership with the PFA and EFL aim to identify a high potential former player or scholar, to be part of the Off-Pitch Pathway Scheme (OPPS), that provides a 12-month, fully funded placement.</p> <p>The role will be to assist in the club's media and communications team with the delivery of engaging multimedia content across the club's digital platforms, helping showcase the identity, culture, and day-to-day activities of the club including matchdays and community and commercial activities.</p>
Key Job Outcomes	<p>Content & Publishing</p> <ul style="list-style-type: none"> Assist with publishing content across the club website and social media platforms. Help create engaging captions, match updates, player features, and digital articles. Support the planning and scheduling of content calendars. Provide support with live matchday coverage, including team news, score updates, and behind-the-scenes content. Ensure content is uploaded accurately and on time across club platforms. <p>Creative & Design Support</p> <ul style="list-style-type: none"> Assist with the creation and editing of graphics for fixtures, results, player announcements, matchdays, and club promotions. Help maintain brand consistency across visual content. Support the development of creative assets for campaigns, partnerships, and club initiatives. <p>Video & Digital Content</p> <ul style="list-style-type: none"> Support video capture during training sessions, matches, interviews, and club events. Assist with editing short-form and long-form video content for social media and digital platforms. Help create engaging content tailored for Instagram, TikTok, YouTube, and X. Support the filming and setup of interviews with players, coaches, and staff. <p>Media & Matchday Operations</p> <ul style="list-style-type: none"> Assist with media operations on matchdays and during club events. Help organise and maintain digital media libraries including video, photography, and graphic assets. Provide additional photography and content capture support where required. Keep up to date with football, media, and social media trends to support creative ideas and content output.

This job 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 employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Strong passion for football, media, and digital content creation.	✓	
Good understanding of social media platforms and current content trends.	✓	
Strong written communication skills, with the ability to produce engaging social media and website content.	✓	
Organised and able to work in a fast-paced environment.	✓	
Good time management skills and ability to meet deadlines.	✓	
Flexible approach to working evenings, weekends, and matchdays.	✓	
Willingness to learn and develop across different areas of media and communications.	✓	

Experience in one or more of the following areas would be beneficial:

Managing social media accounts.		✓
Photography and content capture.		✓
Video filming and editing.		✓
Graphic design for social media or promotional content.		✓
Using Adobe Creative Suite, Canva, CapCut, or similar creative platforms.		✓
Understanding of football media operations and supporter engagement.		✓
Personal Qualities/Attributes	Required	Desirable
Hardworking and enthusiastic	✓	
Customer focused	✓	
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 and weekends	✓	
Excellent team player and motivator	✓	

Application Process

Application Instructions	<p>Interested applicants should apply by submitting their application form, CV and Cover Letter, applications which do not include all documents will not be reviewed.</p> <p>We reserve the right to close this vacancy early or interview exceptional candidates ahead of the deadline if a suitable applicant is found.</p>
Application Closing Date	20 th November 2026
Interview Date(s)	W/C 30 th November 2026
Start Date	To be confirmed with the successful applicant
Mission, Vision & Values	<p>Mission</p> <p>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</p> <p><i>Creating Memories</i></p> <p>We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards & Performance</i></p> <p>We will evolve by driving standards and performance through self-reflection and education.</p> <p><i>Enhancing Lives</i></p> <p>We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p>

	<p>Values</p> <p>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	<p>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.</p>
Safeguarding Statement	<p>Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>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.</p> <p>The post holder will be required to undergo Safeguarding training periodically.</p>
Equality, Diversity & Inclusion	<p>Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We are committed to creating an inclusive workplace and welcome applications from disabled candidates. If you require any adjustments during the recruitment process, please let us know.</p> <p>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 based on 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.</p>