



Job Description: Media Officer

Job Title:	Media Officer
Location:	A combination of time spent at our two facilities in Woking and Camberley
Reporting to:	Gym Managers with regards to overall work and the Media Manager with regards to media duties.
Hours:	Full time, 40 hours per week to include evenings, weekends, and bank holidays, based on the needs of the company. Approximately 30-35 hour fixed coaching hours and the rest to be flexible working to be able to access all our class programmes, across both facilities.

Overall Aims of the Role:

- To help the company further enhance its image and overall brand identity.
- To generate a database of resources the company can use when needed for promotion.
- To develop local, national and international awareness of the company, its history, activities, services, products and day-to-day goings-on.

Main Duties and Responsibilities:

Media:

- You will be allowed to carry a company smart phone or device with you when coaching in the gym.
- To identify photo opportunities and capture moments live on site for the company's media library.
- To create a detailed and labelled bank of media resources.
- To use your initiative and capture moments of interest and achievement.
- To support the capturing of company events, milestones or national days.
- To put yourself in a position to attend external events, i.e. fetes that the Display Team may attend to capture the day and or support live feeds.

- Support the company in filming any Prime Online material, staff training resources, coaching assessments or member announcements.
- To support the company by upholding and further developing its brand image.
- To encourage and teach all staff to share, tag and like our company posts.
- To support the Media Manager by posting emergency messages to members if needed.
- To take responsibility for creating and posting content on the company social media accounts as agreed with the Media Manager.
- To ensure we have documented permission from our members to photograph and use their image, building communication with our office where necessary.
- To attend three staff training days each year, usually held during our Easter, Summer and Christmas closures.
- To ensure all company media is protected and stored safely.
- To work with the Media Manager to create and develop new initiatives.

Programmes:

- To assist in coaching the company's general acrobatics programme.
- To assist in the coaching of our additional groups, focused courses or any other company programme, including holiday programmes.
- To help ensure we create a fun, safe and positive environment for all.

Other:

- To help ensure our environment is welcoming, friendly and supportive to all
- To use your own initiative in tasks such as answering the phone, taking payments and support our front desk when needed.
- To actively promote the company where possible.
- To maintain a good professional appearance, always act as a role model to other staff and act as a key ambassador for the company.
- To support the Gym Managers with creating and implementing new initiatives.
- To assist the company with any administrative duties/ projects where required to ensure smooth operations.

Skills Required

- Proactive with great attention to detail.
- Excellent communication skills.
- Excellent organisational skills.
- Proficient in Microsoft Office and Google Workspace.
- A good level of intuition and ability to use your own initiative.
- Comfortable behind and in front of a camera.
- Creative and willing to try new things.
- Skilled with creating and formatting content for social media platforms.
- A flexible and adaptable approach to work.

Remuneration Package

- Salary depending on level of experience.
- Minimum of 5.6 weeks of annual leave (based on 4 weeks plus 8 English public holidays). Some holidays dates may be forced in line with club closures.
- Contributory Pension Scheme if eligible.

Essential Criteria:

- Minimum Level 1 UKCC/ British Gymnastics coaching award.
- Strong understanding of the British Gymnastics UKCC award system.
- Current safeguarding training as deemed acceptable by British Gymnastics.
- Current suitable first aid training.
- Current DBS certificate.
- Experience in management.

Desirable Criteria:

- Level 2 UKCC/ British Gymnastics coaching award.
- Experience in circus, entertainment and other acrobatic disciplines.
- Experience in mentoring.
- Knowledge of the British Gymnastics level 1 virtual delivery and assessment process.