



COMMUNICATIONS OFFICER

Background

England Boxing is the National Governing Body for the one of the oldest sports in the world, one which has featured in the ancient and modern Olympics since 1904.

With its own heritage going back to 1880, the organisation is responsible for promoting and developing the sport at all levels, from grassroots through to the England talent pathway, and in turn passing prospective medallists on to GB Boxing. The organisation is a member of IBA and EUBC, the World and European governing bodies respectively.

England Boxing's vision is to '*Inspire And Transform Lives Through Boxing*' and has a robust strategy and funding plan up until 2027.

Alongside being successful in delivering medals at international championships, amateur boxing also has a significant record in delivering community programmes and activity in inner cities and local communities.

England Boxing is seeking a Communications Officer who can help bring to life the organisation's work across a broad range of areas, increasing engagement not just with existing members, but potential future members and other stakeholders too.

The successful candidate will be able to demonstrate a range of key communications and marketing skills – in particular the ability to film and edit video and create eye-catching social media posts and graphics – and be able to work under pressure in the face of multiple deadlines.

The successful candidate will work under the Communications Manager and must be prepared to undertake weekend work around major championships and events.

The latest closing date for applications is **Wednesday 3rd August at 10pm**, but applications may be closed sooner, at the discretion of England Boxing, if a sufficient number of applications are received. As such, please apply as soon as possible if you are interested.

Job Description

Job Title	Communications Officer.
Reporting To	Communications Manager.
Responsible For	Working with the Communications Manager in delivering the organisation's communications and marketing functions – as set out in England Boxing's 2022-27 strategic plan – with a particular focus on video and social media.
Salary	£20,000 to £25,000.
Location	Remote, but with regular presence required in England Boxing's Sheffield office. There is also an expectancy to travel to championships and events when required.
Type of contract	Permanent.
Role Purpose	To promote and champion the work of England Boxing – particularly using video and social media – across a wide range of work areas including competitions, membership, community, England Talent, coaching, courses, funding, officials, governance and compliance.
Key Accountabilities	<ul style="list-style-type: none">• Writing copy for website news updates, media releases and newsletters that is clear, engaging and accurate.• Filming and editing video content that is innovative, creative and captures the imagination of viewers yet does not stray away from England Boxing's core brand values and objectives. Adding sub-titles, title graphics and end cards to aid full inclusivity.• Assisting with the communications department delivery at all of England Boxing's major events and tournaments, which requires the flexibility to work at weekends, where required.• Capturing eye-catching, relevant and engaging content for England Boxing's social media channels that include Instagram, Facebook, TikTok, Twitter, YouTube and LinkedIn, ensuring it is scheduled in an orderly manner. Monitoring feedback to posts and responding/taking action where necessary.

	<ul style="list-style-type: none"> • Developing strong working relationships with staff, clubs, members, volunteers, directors and other organisations in order to source written and visual content to promote England Boxing’s work and that of its partners. • Nurturing relationships with key media outlets across digital, print and broadcasting platforms, at both national and local levels, to maximise the positive exposure for the organisation. Along with the Communications Manager, be the first port of call for all media enquiries. • Regularly updating and maintaining the England Boxing website www.englandboxing.org, including main landing pages and news feed. • Collating and analysing data from website and social media platforms to target areas for improvement or further consideration. • Understanding and following England Boxing’s brand, style and tone and ensure others inside and outside the organisation comply with key brand guidelines. • Advising staff, boxers, clubs and volunteers on best practice with regard to website and social media usage. • Working with the England Boxing sub-committee members to develop an updated social media policy for the organisation. • Helping to ensure England Boxing’s communications and marketing fully reflects its membership by remaining fully inclusive at all times. • With support from other senior management team members, covering for the Communications Manager during periods of annual leave. • Any other reasonable requests made by the Communications Manager or Senior Management Team.
<p>Person Specification</p>	<p>Essential:</p> <ul style="list-style-type: none"> • A passion for both communications and sport. • Strong communication skills, both written and verbal. • An innovative, creative and open-minded approach to storytelling and problem solving.

	<ul style="list-style-type: none"> • A desire to include diversity and inclusion at the heart of England Boxing’s communications. • Expertise in video editing using the Adobe Premiere Pro software. • Excellent knowledge of all the main social media channels and a thirst to keep up with the latest developments and trends relating to them. • A good working knowledge of essential office programmes such as Microsoft Word and Teams, plus an understanding of how to operate website and newsletter content management systems (CMS). • Previous experience of working in a media environment (paid or voluntarily). • A can-do attitude and willingness to work flexibly, including weekends where necessary, to complete tasks in a timely and appropriate fashion. • An ability to work as part of a wider team spread across the country. <p>Desirable:</p> <ul style="list-style-type: none"> • A knowledge of Adobe Photoshop or other relevant photo-editing software. • A degree-level qualification in media, journalism, communications, marketing or other related area. • Knowledge in how to interpret insight to inform decision-making in relation to both England Boxing’s communications output and overall strategy. • Familiarity with Custom Relationship Management (CRM) systems. • Qualification relating to business/commercial operations.
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To apply

In order to apply for this role with England Boxing, please send CV and covering letter to hrapplications@englandboxing.org, headed “**Communications Officer**”.

Please state clearly in your covering letter how you meet the criteria set out in the person specification, demonstrating where you have relevant experience to undertake the role.

As this role specifically requires the ability to film and edit video, you are also requested to send in examples of any videos you have produced.

Note that during the interview process, you will be required to take part in a written communication test to further assess your suitability as a candidate.

Interviews will be scheduled for **Thursday 11th August**, unless otherwise advised in due course.

Valuing Diversity

England Boxing Ltd is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The Company will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.