



COMMUNICATIONS MANAGER – ENGLAND BOXING

Contract: Permanent – Full-time.

Location: Hybrid with regular presence at England Boxing, English Institute of Sport, Coleridge Road, Sheffield, S9 5DA.

Salary: £30,000 - £35,000.

England Boxing is seeking an experienced Communications Manager to join its team.

As part of the EB team, the successful candidate will be responsible for playing a proactive role in most aspects of England Boxing's strategy, by providing effective communications to our membership & the general public in support of all departments, as well as having significant input into other elements of the wider strategy.

In essence, the role will be responsible for managing, developing and enhancing the day to day running of the Communications Department to ensure all those engaging with EB have a first-class experience.

The role is also responsible for the maintenance of the EB website and social media channels, promoting the EB brand and ensuring accuracy of the communications.

Please note the job will require flexible working hours, including evening and weekend work and attendance at National Championships.

To apply, please send a CV (including contact details) and cover letter explaining how you meet the person specification to: hrapplications@englandboxing.org

[Click here](#) to view the role description and person specification.

The closing date for applications is **midnight on Sunday 30th April 2023**.

Job Title	Communications Manager.
Reporting To	CEO.
Responsible for	Communications Officer.
Salary	£30,000 - £35,000.
Location	England Boxing, English Institute of Sport, Coleridge Road, Sheffield, S9 5DA - remote working is permitted.
Type of Contract	Permanent – Full-time.
Role Purpose	

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Key Accountabilities

- To lead and develop the '*Respected and Valued NGB*' element of the England Boxing strategy. In addition, help develop and deliver the broader England Boxing strategy as required.
- 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.
- Leading 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.

- 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. Be the first port of call for all media enquiries.
- Regularly updating and maintaining the England Boxing website 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.
- Helping to ensure England Boxing's communications and marketing fully reflects its membership by remaining inclusive at all times.
- To actively review and implement cost effective improvements in the communications service and processes systems.
- Serve as project manager for the production and distribution of content and communications.
- Line Manage the EB Communications Officer effectively sustaining a positive team environment, displaying high levels of motivation and morale.
- Manage the Communications Department budget.
- To provide support and input into the senior management team as required, and specifically into the delivery of the organisation's strategic plan and Sport England funding programme.

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- To support the Chief Executive Officer in relation to governance matters including but not limited to Board meetings and the AGM.
 - To act as the main EB staff point of contact for the Communications sub-committee and Board
 - To perform any other duties as reasonably required in order to meet the objectives of the organisation

Person Specification

Essential:

- Minimum three years' experience in a communications management / journalism / media or related role, ideally in a sporting environment.
- An innovative, creative and open-minded approach to storytelling and problem solving.
- Passionate about communications and sport / amateur boxing.
- Experience in setting goals, targets and measures, and implementing subsequent delivery plans.
- Comfortable operating in a fast-changing and challenging environment with excellent people / relationship management skills and the ability to influence and engage.
- Track record in the successful management of budgets and staff including their on-going development.
- Excellent written and verbal communication skills.
- A desire to include diversity and inclusion at the heart of communications.
- Expertise in video editing using 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.
- Strong IT skills, specifically Microsoft Teams, Word, Excel and PowerPoint, plus an understanding of how to operate

website and newsletter content management systems (CMS).

- To be resilient and able to demonstrate leadership and have experience operating at a management level.

Desirable:

- Knowledge of grassroots amateur boxing.
- 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 Customer Relationship Management (CRM) systems.
- Holds a full UK Driving Licence and access to a vehicle.
- The role will require travel throughout the country for meetings/events and work unsocial hours including evenings and weekends (as required).

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.