



JOB DESCRIPTION

Communications and Media Intern

Business unit:	Commercial, Marketing and External Affairs
Function:	Media, Communications
Reports To:	Media and Communications Manager
Direct Reports:	Nil
Status:	Intern
Location:	Melbourne

ORGANISATIONAL BACKGROUND

Football Victoria (FFV) is the governing body for football in Victoria. We are committed to providing a quality service to the broad community with integrity and professional excellence. Through open communications and a dedication to equal opportunity, our vision is to be the most outstanding sporting body in Australia, leading to success in the world game.

FFV promote inclusive practice and ensure that any organisational decision making and programs implemented include the needs of all segments of the football community – Juniors, Men's, Women's Culturally and Linguistically Diverse (CALD), Indigenous and people with disabilities.

PRIMARY PURPOSE OF POSITION

The Communications and Media intern will assist with FV media and communications and works in unison with other members of the media team within the Commercial, Marketing and External Affairs department so they can implement and deliver a variety of important strategic initiatives across the entire business. The team specifically focuses on:

- Providing transparency, openness and accountability for FV operations and initiatives
- Internal communication of FV media team activities in order to keep all departments informed of public messaging
- Promoting Victorian football in a way that creates high level impact
- Keeping people engaged with Victorian football with simple and easy product delivery
- Maintain and be guided by analytics of all departmental output

The role of Media and Communications intern will provide support and assistance to ensure the delivery of all FV core business and communications and media activities.

RESPONSIBILITIES

- Assist with any communications and media related tasks as reasonably requested by the Communications and Media manager
- Assist with providing key research and data (as requested) to analyse department performance
- Assist with internal communication of FV media team activities to other departments
- Assist with the match day media operational of FFV events, such as;
 - Knockout Cups
 - NPL & NPLW
 - BoysFC, Girls FC and/or similar tournaments
 - Corporate Functions and other events as required
- Provide assistance where possible to other FV teams to support the marketing, media and promotion of FFV's events;

- Promote inclusive practice and ensure any organisational decision making and programs implemented include the needs of all segments of the football community – Juniors, Men’s, Women’s, Culturally and Linguistically Diverse (CALD), Indigenous and people with disabilities.
- Adhere to delivering excellent customer service as outlined in the Customer Service Charter.

Media Relationships

- Assist with servicing of partnership relationships

KEY PERFORMANCE INDICATORS

- Attendance and enthusiasm for tasks assigned
- Execution of assigned tasks within set timeframe
- Accuracy of any words and/or data produced as part of set tasks

KEY RELATIONSHIPS

Internal

- Media and Communications Manager
- Commercial, Marketing and External Affairs team
- Other FV staff

External

- Accredited media
- FV online audience
- External FV stakeholders (clubs)

SELECTION CRITERIA

Essential:

- Understanding of, and ability to provide to FV defined unpaid intern framework as defined by the candidate’s tertiary institution. Must include placement hours required, pre and post placement paperwork and any other necessary regulations in order to attain a placement.
- Experience operating social media accounts, ideally of a professional or semi-professional sports team.
- High attention to detail;
- Ability to meet deadlines and to work effectively under deadline pressure independently;
- Excellent interpersonal and written/verbal communication skills, with an ability to interact effectively with a wide range of staff, officials and stakeholders ;
- Good ability to problem solve and make sound decisions;
- Good organisational, time management
- Positive approach with a strong team focus and customer service ethic;
- Energetic and enthusiastic, with an ability to adapt to different demands, such varied work hours and workload, tight deadlines; and
- Preparedness to attend weekend events and non-traditional hours (mid-week night games) as required.

Desirable:

- Passion for and knowledge of sport culture;
- Active student in the communications, graphic design, editing, marketing, recreation or sport management field.

AGREED BY

Incumbent: _____ Date: _____

General Manager: _____ Date: _____