**Media and Communications Officer**

**£20,000 - £25,000** **Watford**

**Level Playing Field** (LPF) is a registered charity in England and Wales, providing advice and support to disabled fans and key stakeholders across all sports. We work with our partners to share best practice, to raise awareness and to improve access and inclusion at sports stadia and we seek to appoint a full time Media and Communications Officer.

Duties will include overseeing and delivering all media and communications functions across the charity. Specifically managing the website, social media platforms and creating interesting and engaging news stories that relate to the diverse stakeholders LPF works with and supports. The Media and Communications Officer will report directly to the CEO and will work closely with the wider team and support their projects with relevant communications outputs.

Applicants should have an understanding of delivering and developing a communication strategy which is engaging, innovative and responsive. They should be computer literate, able to manage projects simultaneously and be an excellent communicator, both verbally and in written form.

Based in our head office in Watford the role will require some travel across England and Wales.

LPF is an equal opportunities employer and proactively seeks applications from disabled people.

Please send a copy of your CV along with your completed application form (Ref Media and Comms 02/19) for this post and a brief supporting letter emailed to ruth@levelplayingfield.org.uk (Using the reference: ‘LPF – Media and Comms 02/19’ in the subject title).

Successful candidates will be notified of interviews and these will take place at Level Playing Field’s Watford office.

For more information about the role please call 01923 545370 or email ruth@levelplayingfield.org.uk