



Content Creator Apprentice - Community and Fundraising

JOB DESCRIPTION

Job Title:	Content Marketing Apprentice - Community and Fundraising
Reports to:	Marketing and Communications Manager
Location:	Pompey in the Community, Anson Road, Portsmouth PO4 8TB
Hours per week:	37.5 hours Monday to Saturday. Your schedule will include evenings and weekends - every week is likely to be different, depending upon events, matches and activities.
Contract:	Full time fixed term
Salary:	Apprenticeship wage: https://www.gov.uk/national-minimum-wage-rates

Closing Date:	Tuesday 5 th May 2026 at 5pm First Round Interviews – WC 18 th May Second Round Interviews – WC 25 th May
Start Date	May/June 2026

About Us

Pompey in the Community (registered charity no. 1126118) is an independent charitable trust affiliated to Portsmouth Football Club. We harness the motivational power of Portsmouth Football Club to promote education, healthy living, sporting participation and achievement amongst participants of all ages. We run football development programmes and coaching as well activities in schools and the community to promote health, inclusion and education. In addition, we support Portsmouth Football Club with match day activities including mascots, ball retrievers and manage the Fan Zone.

Role Summary

As a **Content Creator Apprentice** at Pompey in the Community, you will work alongside the Marketing and Fundraising team to produce engaging, dynamic content that showcases our projects, events and the wider impact of our work. You will gain hands-on experience in creating high-quality content for a variety of digital platforms, including social media, website and video channels, helping to increase our reach and engagement with both local communities and the wider fan base of Portsmouth FC.

Responsibilities

Content Creation – produce multimedia content including photography, video, graphics and written pieces to support ongoing projects and initiatives at Pompey in the Community.



Social Media Management – Collaborate with Marketing and Fundraising team to schedule and post content across social media platforms (Instagram, Facebook) developing a focus on Tiktok and X, ensuring regular updates and consistent messaging.

Video Production and Editing – Capture video footage of events, programmes and participant stories, as well as editing short videos for social media and YouTube.

Graphic Design – Create promotional graphics, banners, flyers and images for online and print use, ensuring all designs align with the Pompey in the Community brand.

Copywriting – Write engaging and informative captions, blog posts and website updates that highlight community stories, events and the impact of Pompey in the Community's work.

Event Coverage – Attend and cover events, including community outreach programmes, school festivals and fundraisers, capturing content for use across multiple platforms.

Analytics and Reporting – Assist in monitoring the performance of social media posts, website traffic, and other digital content, helping to analyse data to inform future content strategies.

Apprenticeship

The successful candidate will undertake the **Level 3 Content Marketing Apprenticeship**.

General Responsibilities

- Proactively attend training and development opportunities to remain up to date with trends
- Support the wider team with reasonable requests
- Other duties deemed reasonable by your line manager and the organisation
- To represent PompeyITC and Portsmouth Football Club in a professional manner at all times, regarding to uniform, presentation, personal hygiene, attitude, conduct and professionalism.
- To be able to work flexible hours where the role of the job requires including evenings and weekends, such as match days or fundraising events
- To be able to reliably commute
- Driving Licence and access to own car (Essential)
- Compliance with PompeyITC policies including but not exclusively GDPR and safeguarding

Person Specification Description

Qualifications	Essential	Desirable
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1	GCSE English and Maths(A*-C/9-4) or Functional Skills Level 2	✓	
2	Any other relevant media/marketing courses		✓
Skills, Knowledge and Experience			
3	Good quality photography and filming skills	✓	
4	Experience of working in a sports or community roles	✓	
5	Knowledge of creating content for a variety of social media platforms		✓
6	Understanding of content scheduling software such as Hootsuite, Meta Business Suite or similar		✓
7	Knowledge/experience with website content management and digital best practice		✓
8	Understanding of what makes engaging content	✓	
9	Understanding of the importance of online safety	✓	
10	Good planning and organisation skills	✓	
11	Experience with video and audio editing software		✓
12	Good IT skills covering Microsoft Office Suite	✓	
13	Understanding of how to use Adobe Creative Cloud or Canva		✓
14	Good written and verbal communication and presentation skills	✓	
15	Driving Licence and access to own car		✓
Personal Qualities			
16	Passion for sport and/or football	✓	
17	Good time management with the ability to plan and prioritise during busy periods	✓	
18	Commitment to attend training and complete apprenticeship requirements	✓	
19	Work calmly under pressure	✓	
20	Good attention to detail	✓	
21	Ability to work collaboratively in a team environment and foster good working relationships	✓	
22	Confident and outgoing personality	✓	
23	Highly motivated and enthusiastic	✓	
24	Ability to work creatively and think outside the box	✓	
25	Well organised and self-motivated	✓	
26	Flexible approach to work	✓	
27	Demonstrate behaviours aligned with PompeyITC and Portsmouth Football Club's values	✓	

How to apply

Please send a CV and Covering Letter addressed to HR@pompeyitc.org.uk

We will contact those shortlisted shortly after the closing date.

Please note that the job will be subject to satisfactory references and enhanced DBS Check.