



## BROADCAST AND DESIGN LEAD - ROLE DESCRIPTION

<b>JOB TITLE</b>	Broadcast and Design Lead
<b>SALARY</b>	£27,500 to £30,000
<b>REPORTS TO</b>	Strategic Manager for Digital and Communications
<b>CONTRACT TYPE</b>	Full-time, permanent
<b>LOCATION</b>	SportPark, Loughborough, United Kingdom

### INTRODUCTION

Dream of producing your own sports broadcast? Would you love to be a key cog in designing and maintaining a strong brand?

Volleyball England is seeking to appoint a Broadcast and Design Lead on a full-time, permanent basis to continue its transformation of how major matches are live streamed and how its visual content – videos, images and graphics – are presented.

The successful applicant will have the technical knowledge required to coordinate, set-up and deliver multi-camera broadcasts via an OTT Platform and a strong desire to innovate and push the boundaries in order to deliver ongoing improvements.

They will have the Excel skills and attention to detail to maintain season-by-season statistics relating to the Volleyball England Super Leagues (women's and men's) and U18 Super Series, as well as process the imagery required to produce leaders table player stats (top servers, top receivers, most kills etc).

They will also have a sharp eye for high quality, on-brand design – from social media posts and posters to handbooks and reports – to help Volleyball England colleagues deliver on their objectives within the organisation's overall strategy, *The Game Plan*.

As Volleyball England's content is increasingly based on compelling video and imagery, an ability to shoot both to a high standard – and then edit ready for publication – is another must in this role.

Please note that this position will require regular weekend and evening working, but flexible working and time of in lieu (TOIL) will be provided to compensate. Applicants must be based in the UK and have a valid UK driving licence.

If you think this is you, then Volleyball England would love to hear from you! Read on to find out more and learn how to apply.

## **KEY RESPONSIBILITIES**

- Lead on the delivery of live streaming across all Volleyball England's major domestic and international events, including the sourcing and briefing of commentators liaison with event partners and hosts venues to ensure technical requirements are fulfilled and in-game broadcast production.
- In conjunction with the Strategic Manager (Digital and Communications), implement Volleyball England's communications framework to help bring our strategy to life. A major focus of this work is to boost the effectiveness and reach of Volleyball England's influence.
- Assist in the planning, publishing, management and review of social media channels, thinking about audience, key messages, and how best to tailor content.
- Be responsible for the production of a variety of media for live events (such as streaming graphics, courtside boards, court dressing, accreditation and programme) using the Adobe Suite (Photoshop, AI etc).
- Support on the production of Volleyball England's newsletters for volleyball clubs, fans, coaches, and referees. This includes our monthly volleyball fan newsletter Time Out, monthly bulletin for clubs, bi-annual newsletters for referees and one-off 'special' newsletters.
- Create attention-grabbing content such as graphics and videos for a range of audiences and purposes.
- Assist with the creation of content for and ongoing review of Volleyball England's website.
- Assist the Strategic Manager and other colleagues on key communications campaigns, including the design of documents such as plans, annual reports and other publications, where required.
- Provide communications advice and support for other members of staff.
- Contribute ideas and experiment with new tools and tactics to boost the effectiveness and reach of our digital influence.
- Cover for the Strategic Manager (Digital and Communications) during periods of absence. Digital.
- To support the Strategic Manager (Digital and Communications) with the management of digital transformation projects.
- Be the go-to contact for website queries and troubleshooting in the absence of the Strategic Manager (Digital and Communications).
- Any other administrative and support duties as directed by the Strategic Manager for Digital and Communications, other strategic managers when in conjunction with the Strategic Manager for Digital and Communications, or the Chief Executive.

## PERSONAL PROFILE

Essential	Desirable
<ul style="list-style-type: none"> <li>Be comfortable with setting production equipment and system for a multi-camera live streaming operation and running an OTT platform for live matches.</li> </ul>	<ul style="list-style-type: none"> <li>Have an ability to write clean and concise written copy for website, social media posts and other materials.</li> </ul>
<ul style="list-style-type: none"> <li>Be able to strike up and maintain strong relationships with a host of members and stakeholders in indoor, sitting and beach volleyball</li> </ul>	<ul style="list-style-type: none"> <li>An interest in AI and how it can be used to help the Digital and Communication Department's workflow.</li> </ul>
<ul style="list-style-type: none"> <li>Be comfortable with Photoshop, Illustrator and other design programmes and have the ability to design striking, eye-catching designs across a range of platforms and for advertising collateral, signage etc.</li> </ul>	<ul style="list-style-type: none"> <li>An ability to take high-quality photos that can be used in Volleyball England's promotional activities across all platforms.</li> </ul>
<ul style="list-style-type: none"> <li>Be able to complete captions for social media posts in a succinct and engaging manner, with an eye for detail.</li> </ul>	<ul style="list-style-type: none"> <li>Experience and/or knowledge of volleyball or sport in general at either a recreational or performance level.</li> </ul>
<ul style="list-style-type: none"> <li>Be able to edit videos to a high standard of Adobe Premiere Pro.</li> </ul>	
<ul style="list-style-type: none"> <li>A passion to track the latest tech and design innovations that can be used to boost Volleyball England's working practices.</li> </ul>	
<ul style="list-style-type: none"> <li>A valid UK driving licence in order to attend matches around the country and comfortable working regularly at weekends and evenings (TOIL given).</li> </ul>	
<ul style="list-style-type: none"> <li>Be comfortable using spreadsheets to compile accurate data that can be used to produce Player and Team of the Month, plus 'Best performer stats'.</li> </ul>	
<ul style="list-style-type: none"> <li>Be able to provide the technical expertise to facilitate the smooth running of podcasts.</li> </ul>	
<ul style="list-style-type: none"> <li>Possessing excellent organisational skills and ability to manage competing priorities and deadlines, working calmly under pressure.</li> </ul>	

## **BENEFITS**

Volleyball England offers a competitive benefit package that includes:

- Stakeholder pension scheme with an employer pension contribution of 3%.
- 22 days (pro-rata for part-time workers) per year, increasing to 25 days (pro-rata for part-time workers) in the second (and subsequent) years of service. 8 Bank/Public Holidays. 2 ½ Privilege Days.
- Flexi Working, with a minimum of 2 days in the office a week.
- Cycle to Work Scheme.
- Discounted on-site gym membership.

## **EQUAL OPPORTUNITIES**

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on [www.volleyballengland.org](http://www.volleyballengland.org).

Volleyball England is committed to best practice in the care of children and as such this post may be subject to a Disclosure and Barring Service (DBS) check.

The child protection policy can be found on [www.volleyballengland.org](http://www.volleyballengland.org). This job description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the company.

## **TO APPLY**

To apply, please follow [this link](#) to complete the application (you will need to upload your CV and covering letter).

Please complete our Diversity and Inclusion Questionnaire link. Applications close on **Monday 6th April 2026**.

Interviews will take place on **Wednesday 15th April**. If you have any questions, please contact Strategic Manager for Digital and Communications, Matt Halfpenny, via [m.halfpenny@volleyballengland.org](mailto:m.halfpenny@volleyballengland.org)