



**EUROPEAN HANDBALL
FEDERATION**

Job vacancy: English-language Content Editor

Part-time role, working freelance & based anywhere in Europe

The EHF Media & Communications Department is looking to recruit a 'Content Editor' to support its work in the creation, editing and management of English-language content for its websites, social media channels and publications.

Working on a part-time, freelance basis during normal office working hours, the 'Content Editor' will assist with the editing of English-language texts according to the EHF Style Guide, uploading of content (text/photos) to CMS systems and assist with the posting of content to social media channels.

The 'Content Editor' will also be expected to take on a variety of additional tasks as required by the department such as writing articles, proofreading publications, photo editing and assisting with producing media guides etc.

The EHF will guarantee a minimum of hours per week (approx. 20-30 hours) during the handball season, for which the 'Content Editor' has to guarantee his/her availability at agreed times, although some flexibility is possible. Additional hours will be available during busy periods to support the work of the department.

The 'Content Editor' will not be based in the EHF Office and can be based anywhere in Europe. The successful candidate will be expected to work closely with the media and communication team in Vienna. This will include occasional presence at the EHF Office (depending on location) and remote participation in the department's weekly content briefings.

There may also be opportunities to work in an editorial role at major handball events in the future.

Excellent written (British) English is essential for this position.

Key tasks and responsibilities:

- Editing English-language texts according to the EHF Style Guide
- Editing photos and uploading of content (text/photos) to CMS systems
- Posting of content to social media channels, according to agreed schedules
- Additional tasks as required: writing articles, proofreading, photo editing, assisting with social media postings, assisting with producing media guides etc.

Requirements:

- Guaranteed availability for agreed number of hours per week and set hours – with priority given to EHF for these hours
- Able to provide own equipment (laptop, relevant software) and high-speed internet access to be able to complete tasks efficiently

Person specification

- Fluent written English, excellent (British) English skills (spelling, grammar etc.)
- Excellent editing skills, ideally with background in journalism or communications
- Experience in sports reporting/editing as well as corporate/marketing style writing
- Structured approach to work/tasks
- Excellent computer skills especially MS Office
- Excellent communication skills are essential
- Flexible and open to new challenges
- Knowledge and understanding of international handball an advantage
- Fluency in German/ability to translate English/German would also be an advantage

Working for the EHF

The EHF Office in Vienna's 12th district is the headquarters for the European Handball Federation, the umbrella organisation for handball in Europe. The federation and its marketing subsidiary, EHF Marketing GmbH, are responsible for a wide range of activities from education and development to marketing and sponsorship as well as the organisation of major competitions and events including the EHF EURO, VELUX EHF Champions League and Women's EHF Champions League.

With responsibility for the federation's external communications, the small team of media professionals in the EHF Media & Communications Department works across all of the EHF's business units and events on a wide range of tasks. These include corporate communications, content production, social media and community management as well as media management at final events.

Further information can be found at www.eurohandball.com.

Making an application:

For further information or to apply for the position send your current CV and a covering letter explaining why you would like to work for the EHF and what you feel that you can bring to the role by email to: Mr JJ Rowland, Head of EHF Media and Communications, rowland@eurohandball.com.

This is a part-time, freelance position and can be based anywhere in Europe. Occasional presence in the EHF Office in Vienna will be required in addition to remote participation in weekly content briefings.

Vienna, Austria
15 February 2018