



JOB DESCRIPTION			
Job title:	Communications Manager	Contractual status:	Full Time
Hours of work:	37.5 hrs (flexibility required around matchdays and events)	Salary range:	Competitive Salary Based on Experience
Location:	Training Ground / Dens Park Stadium	Reporting Dept:	Marketing & Communications

Job Summary:
The Communications Manager will lead Dundee FC's press and media relations, acting as the primary point of contact between the Club and the media. The role is responsible for protecting and enhancing the Club's reputation through proactive media engagement, clear messaging, and effective management of press activity across all competitions.
Roles and Responsibilities:
Media Relations <ul style="list-style-type: none">• Act as the main media liaison for Dundee FC, handling all press enquiries professionally and efficiently• Develop and maintain strong relationships with local, national, and international media• Coordinate and manage all press conferences, interviews, and media briefings• Prepare players, coaching staff, and senior management for media appearances• Matchday Media Operations• Oversee all matchday media activity at home and away fixtures• Manage press accreditation, media access, and press facilities• Ensure compliance with SPFL, SFA, broadcast partner, and league media regulations
Marketing & Communications <ul style="list-style-type: none">• Draft and distribute press releases, statements, and official club communications• Support crisis and issue management, including reactive media handling when required• Ensure consistency of messaging in line with Dundee FC's values, strategy, and brand• Digital & Content Collaboration• Support interviews, features, and media-led storytelling across club platforms• Monitor media coverage and provide regular reporting and analysis• Plan, create, and publish engaging content aligned with the Club's tone of voice and brand guidelines• Support the wider marketing department with the ideation, creation and delivery of exciting campaigns which showcase the core values of Dundee Football Club.

This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• A degree in relevant discipline, such as communications, media or journalism	
EXPERIENCE & SKILLS	<ul style="list-style-type: none">• Proven experience in a press, media, communications, or PR role (sporting environment preferred)• Excellent written and verbal communication skills• Ability to work calmly under pressure and meet tight deadlines• High level of professionalism, discretion, and attention to detail• Flexibility to work evenings, weekends, and travel with the team desirable• Crisis communications experience	<ul style="list-style-type: none">• Experience in a professional sports organisation• Understanding of matchday operations and requirements• Existing Scottish or National media contacts
PERSONAL QUALITIES	<ul style="list-style-type: none">• Confident communicator with strong interpersonal skills• Organised, proactive, and able to manage multiple priorities• Sound judgement and ability to handle sensitive information• Team player with a can-do attitude	

Apply

Interested candidates should submit their CV and a cover letter via email outlining their suitability for the role to recruitment@dundeefc.co.uk

Applications for this position must be submitted by 5PM, Friday 13th February 2026.