



Communications and Marketing Coordinator

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| Salary: | £ 27,815 - £30,531 FTE (£13,907 – £15,265 pro rata) |
| Responsible to: | Central Services Manager |
| Hours of Work: | 17.5 hours per week (evening and weekend work as needed) |
| Annual leave: | 36 days inc. bank holidays FTE (18 days pro-rata) |
| Place of Work: | Remote working and Community Works Office Brighton |
| Contract: | Fixed term for 12 months, with the possibility of extension depending on funding |
| Notice period: | 4 weeks |

About Community Works

Voluntary and community action makes our society and local areas better. Our mission is to provide the support and networks needed to enable the greatest positive impact for everyone. We build connections between voluntary sector organisations, the public sector, businesses and our local community so that everyone will benefit.

Community Works recognises the value in being diverse and inclusive, and we promote equality and challenge discrimination, in order to provide the support and services needed to our local communities. We actively welcome and encourage applications from people of all backgrounds, identities and lived experiences.

Role Purpose

In this role you will be shaping the public profile of Community Works, sharing the work we do with members, local media, potential funders, partners and the local community. You will also help our members to get their voices heard, and support staff across Community Works with their communications needs.

Benefits

- Flexible working policy
- 36 days annual leave (inc..bank holidays) pro rata – 18 days holiday
- 5% company pension contribution after 3-months of continued service
- 24 hours, 7 days a week Health & Wellbeing support via an on-line wellbeing and counselling service for you and your family, with on-line or telephone counselling sessions, finance support and other wellbeing support apps.

Job Description

1. Ensure that the organisation maintains a high, positive public profile and is promoted in the local media, to potential funders, beneficiaries, partners and the local community.
2. Work with the Central Services Manager / team and wider management and staff teams to oversee the development / writing / editing of new content material for the new Community Works website.
3. Liaise with website developers on the content, design, site structure and user journey and user experience for the new website, communicating plans and consulting with staff, volunteers and members.

4. In line with our communications and marketing strategy, contribute to the development of member engagement and communications activities / systems and promote member services.
5. Work with the Central Service team and Manager, the Management team and wider staff & volunteer teams to co-ordinate communications about events, networks and activities including contributing to the Annual Report
6. Support the CEO with the development of design work for reports and projects where needed
7. Alongside the Volunteer Coordinator, support, help develop and supervise the work of the comms volunteer, including leading on regular team meetings.
8. Work with the staff team to develop case studies and other evidence to illustrate the impact and value of our work.
9. Oversee the development and delivery of publicity materials, for events and publications
10. Update and implement comms-related procedures.
11. Oversee and advise on communications needs, and the development of the Communication and Marketing strategy for the organisation.

General responsibilities

12. Use technology for general administrative duties including word processing, spreadsheets, email and databases
13. Keep up to date with national, regional and local developments which affect the voluntary and community sector
14. Attend and participate in team meetings, supervision, appraisals and ad hoc meetings as required
15. Work in accordance with our values, policies and procedures.
16. Work in accordance with our equal opportunities and diversity framework.
17. Work in accordance with our safeguarding of children and adults policy and practice.
18. Prioritise work, work to deadlines and work under pressure.
19. Self-manage and work as part of a team.
20. Carry out other duties appropriate to the role, responsibilities and grading of the post.

Person specification

You are someone who...

- Has experience in creating content for a range of audiences
- Is knowledgeable about social media and website best practice
- Understands what makes for efficient and effective communication processes
- Cares about the charity sector, equality, diversity and good customer service
- Can manage, and take proactive ownership of, a varied workload

Even better if you have...

- Design skills
- Experience of engaging with underrepresented groups
- Experience of working in the charity sector

Interested?

We'd love to hear from you if you would like an informal chat about the role email Sean Skinner, Central Services Manager, at sean@bhcommunityworks.org.uk or have any questions to ask, or

would benefit from any adjustments that we can make to the recruitment process email info@bhcommunityworks.org.uk