



Communications Manager

Fixed term contract until 30th April 2018

24 Hours per week

Scale Pt 35-37 (pro rata) £30,785- £32,486

PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL/DE SIRABLE	DOCUMENTARY EVIDENCE/APPLICATION/ INTERVIEW
<p><u>Qualifications</u></p> <p>Degree or equivalent in relevant fields</p>	Essential	A
<p><u>Work related experience</u></p> <ul style="list-style-type: none"> • Minimum of 3 years significant communications experience, including planning, developing and implementing strategy and change management across an organisation • Experience of securing local, regional and national news coverage. • Experience of managing staff and volunteers and reporting to a Board. • Experience of developing communications strategy, ideally within the context of a small organisation or team. • Have project management experience – the role will have a number of different elements to it and an ability to map out how they all fit together and deliver to deadlines is essential. • Digital communications experience – our social media, website and general online presence require some updating and rethinking. Experience of having done this elsewhere would be valuable. 	Essential	A/I

<ul style="list-style-type: none"> • Experience of managing and delivering high quality content for social media channels, particularly Twitter and FaceBook 	<p>Essential</p>	<p>A/I</p>
<p><u>Personal and job related knowledge, skills and attitudes and other</u></p> <ul style="list-style-type: none"> • Independent worker - we are a small team and whilst we will certainly work together some of the time, you will be responsible for shaping and driving forward our communications and advocacy work. • Adaptable communicator – ability to communicate complex problems in clear, relevant and concise ways. You will be engaging with a range of stakeholders: from service users to external partners so you will need to be able to talk in an appropriate and locally relevant way about what we do. • Creative approach – working for a small organisation means resources are limited and we won't be able to deliver an expensive strategy. We're looking for someone who can be ambitious, but embrace the challenge of delivering this on a limited budget. • Data Protection - knowledge of best practice • Strong IT skills, including previous experience implementing new websites • Knowledge of the context – any experience of having worked in the voluntary sector 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>