

JOB DESCRIPTION

Job Title: Communications Officer

Reporting to: Operations & Finance Manager **Contract term:** Fixed Term 6 months

Location: Bristol

Main Purpose: Reporting to the Operations and Finance Manager, the Communications Officer will be responsible for co-ordinating SPAC's internal and external communications. The post holder will also support the development and implementation of an internal and external communications strategy as well as produce and maintain marketing materials including digital.

Communications responsibilities:

- With the Executive Director, to design, implement and maintain a strategic communications plan to include both internal and external communications.
- Being our 'brand champion', understanding our tone of voice and visual identity, and supporting the team to utilise this appropriately internally and externally.
- Develop and maintain SPAC's online and social media platforms to include producing appropriate content and posting regular social media posts – Twitter/LinkedIn/Facebook as well as maintaining media contact lists.
- Maintaining content on and helping to improve our website and digital infrastructure: e.g., improving user experience / developing mobile friendly, referral processes for clients/ partners.
- Support in the development of visual reports including the Annual Report and Annual Impact Report and other end of project reports as appropriate.
- Design accessible and easy to digest information, publicity or marketing materials and liaise with external suppliers in the designing and publication.
- Responding appropriately to media & social policy requests including writing media releases, articles, & online content.
- Support the organisation of events.

Reporting & Line management:

- Engage in line management, supervision and annual appraisal.
- Provide written reports of activity as required.
- Attend appropriate internal & external meetings or events as required.
- Undertake relevant statutory and personal development training necessary to the achievement of agreed targets.

- Work at all times within the advice center's policies and procedures and work in an anti-discriminatory/non-judgemental manner.
- Carry out all such other duties appropriate to the post as required by the Centre Manager and Management Committee.

Salary, Working hours & Benefits:

- Salary: SCP 18 £29,269 per annum pro rata (Actual £5853.80)
- Annual Leave: 30 days per year (pro rata)
- Extra 3 days annual leave between Xmas & New Year (office closure)
- Pension Scheme: 5% employers contribution
- Flexible working hours: 7 hours per week
- Opportunity for home working