



OneBodyOneFaith

Job description

Job title:	Communications Manager
Salary:	£9882 Fixed Term Contract 1 Year with scope to extend (£24,707 fte)
Hours:	Part-time 14 hours per week
Location:	Home-based
Managed by:	Executive Director
Responsible for:	None

Purpose of the post

To be responsible for the maintenance and forward-thinking development of OneBodyOneFaith's social channels and website. The occupier of the role will partner with the Executive Director to set a communications strategy leading to membership growth, and with the Operations Manager ensuring that our membership and partners remain informed about our work.

The post holder would be expected to be fully committed to working within and publicly advocating OneBodyOneFaith's Statement of Conviction.

Principal responsibilities

- To drive effective communications, leading to growth in reach and membership; **we need to be seen and heard**,
- The management of all social channels,
- The development of new social engagement (e.g. YouTube, TikTok etc.),
- Website updates (with the Operations Manager),
- Communications strategy development with the Executive Director and Board of Trustees,

Other responsibilities

- The design of new branded materials for communications and events,
- Supporting the Executive Director with membership emails when the Operations Manager is on leave,
- Supporting the Operations Manager and Executive Director with event planning,

Skills

We are looking for someone who is motivated and a self-starter, where commitment and energy are of greater value than qualifications.

A proficiency and understanding in how to optimise our social channels for greater engagement, and the skills to use scheduling and planning tools are essential.

Equal Opportunities

The post holder will be required to use their initiative in implementing OneBodyOneFaith's commitment to equality and diversity in their own area of work, and the work of any volunteers they may supervise from time to time.

Safety

The post holder is covered by all relevant provisions of the Health and Safety at Work Act, and regulations which are made under it.

Safeguarding

Recruitment to this post will be made in line with OneBodyOneFaith's Safeguarding: Safer Recruitment and Re-recruitment of those with experience of Offending Policy.

Flexibility

This job description contains only the principal responsibilities relating to this post and does not describe in detail all the duties required to carry them out.

This role is suitable for someone who values a flexible approach to their working week, and does not require set hours according to a regular working day.

Personal development

This role would provide opportunity for learning and skills development, particularly for those who have some experience in communications management.

All employees should demonstrate a personal commitment to, and a shared responsibility for, their own development and training needs.

Information

All employees are expected to report, record and transmit information in a confidential and safe manner, in accordance with the Data Protection Act, using information technology as appropriate.