

Job Description

Job Title	Communications and Engagement Officer (maternity cover)
Date	January 2022
Job Purpose	<p>The Communications and Engagement Officer has a central role in communicating directly with a diverse range of individuals, organisations and groups through a wide range of channels. This role will raise the profile of NCVS and work closely with colleagues and other stakeholders to produce communications and materials that are of the highest relevance and quality.</p> <p>This role will lead on our social media digital platforms, creating engaging content and expanding our community reach. The role will also support the work of the existing Communications and Data Officer whose priority is the maintenance and development of our integrated CRM system and website for NCVS.</p> <p>This role will ensure local communities are well informed about the services of Nottingham's voluntary, community and social enterprise (VCSE) sector, as well as maintaining awareness of local, regional and national information which has an impact on the lives of Nottingham city residents.</p>
Accountable to	Chief Executive Officer
Accountable for	Not applicable
Major tasks	<ul style="list-style-type: none"> • Work with colleagues to plan, coordinate and implement creative promotional strategies for NCVS services. • Contribute to a sustainable communications plan for NCVS in consultation with internal and external stakeholders. • Contribute to a marketing plan for NCVS. • Review and develop visual identity and corporate branding guidelines which support the work of all NCVS staff and services.

	<ul style="list-style-type: none"> • Manage the social media platforms for NCVS (Twitter, Facebook, LinkedIn). • Research, design and produce marketing materials, including leaflets, displays, presentations and templates. • Research, copy write, design and proof read materials and content. • Design and collate the NCVS fortnightly e-bulletin, including writing engaging content. • Maintain accurate and appropriate website content • Monitor performance of the NCVS website and social media platforms. • Support information-sharing across all NCVS teams and promote tools and strategies to enhance internal communication. • Maintain and enhance current knowledge of key developments nationally, regionally and in Nottingham likely to impact upon the local voluntary and community sector and Nottingham city residents. • Support the Communications and Data Officer as required in maintenance of the integrated CRM system and website. • Act as the central point of contact for the communications mailbox. • Actively participate in team meetings and other appropriate NCVS meetings, including monthly staff meetings. • Attend other meetings as required • Be an effective ambassador and representative for NCVS, and contribute to the development of NCVS as an effective organisation working in the interests of the voluntary sector.
<p>Specific Requirements</p>	<p>Occasional evening and weekend work may be required.</p>
<p>General Requirements</p>	<ul style="list-style-type: none"> • Work co-operatively and flexibly as part of a team delivering a quality service. • To manage own workload effectively. • Work within standards of good practice working with and involving volunteers. • To receive supervision and appraisal and be committed to own development. • To be committed to and work within NCVS policies and procedures, including its Ethical Values Statement, Equality, Diversity, Harassment and Health and Safety policies. • In addition to the above, undertake such duties as may reasonably be requested.

Contract details	Fixed term contract for 9 months with possible extension 35 Hours per week (full time)
Terms and conditions	<ul style="list-style-type: none"> • Flexible working hours, using a TOIL system. • Paid sick leave, dependent on length of service. • Up to 5% pension contribution, dependent on employee's own contribution. • NCVS has a comprehensive Staff Handbook, which outlines the terms and conditions applicable to this post.
Salary	£24,000 per annum + up to 5% pension contribution
Last modified by:	Jules Sebelin
Last modified on:	10 December 2021