

Communications Officer



Job Description and Person Specification

Post Title:	Communications Officer 21 hours per week, hours negotiable during working week (Mon-Fri)
Salary:	£14,000 per annum, plus 7% non-contributory pension
Location:	Glenrothes
Reporting to:	Project Manager

Main Purpose of Post:

To develop and maintain an informative and vibrant print, digital and social media presence for the charity which communicates with a wide range of stakeholders across Fife.

Main duties of Post:

1. To support the organisation to communicate current, accurate news, information and data with stakeholders, predominantly through electronic means (social media, website and e-mail bulletins);
2. To enhance and maintain the organisation's web presence;
3. To support staff and volunteers to contribute to the organisation's website and bulletins;
4. To develop and contribute to the social media presence of the organisation on Facebook and Twitter;
5. To support staff and volunteers to contribute to the organisation's social media presence;
6. To develop, maintain and support our e-mail bulletins;
7. To build relationships with the local media (press and radio) that results in exposure for FVA and the wider third sector;
8. To support the organisation to manage responses to requests and feedback received through digital sources;
9. To respond to media requests in a professional manner in accordance with organisational policy;
10. To support staff to communicate policy, news, events etc. in a timely and professional manner through a range of communications methods;
11. To keep abreast of emerging communications technologies and advise the Management Team of same.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- Excellent interpersonal, oral, written and numeracy skills;
- ability to write concise, professional materials for various audiences and media types;
- very high level of IT literacy, confident and very proficient in use of the internet, e-mail and social media (specifically Twitter and Facebook);
- ability to analyse complex information, pick out key points/messages and present appropriate summaries;
- experience of delivering presentations to a diverse range of audiences e.g. customers, professionals and other stakeholders;
- a proven capacity to manage a diverse workload and prioritise effectively to meet deadlines;
- willingness to learn; work as part of a team and to help others;
- efficient, self-motivated, and proactive, with good organisational skills;
- a personal commitment to organisational excellence;
- displays honesty, integrity and a strong sense of ethics in all actions and decisions;
- a commitment to equal opportunities.

Desirable requirements:

- Experience of building and/or maintaining websites;
- experience of working within the third sector;
- qualification in marketing or similar.