

Job vacancy: Communications Officer, 14 hrs/week, St Albans/remote working, £30k FTE (1 year contract with a view to permanent appointment)

Early Education is a membership charity, founded in 1923, which supports the professional development of all those working in early childhood education to ensure early childhood education experiences are of the highest quality across the UK, especially for children from the most deprived backgrounds. We campaign to improve early childhood education policy and represent members' concerns to government. We deliver bespoke training for local authorities and schools and enrol practitioners onto an open programme of CPD courses and events. We also undertake project work to trial new approaches and spread best practice in the sector.

You will be joining a small but busy team, with three full-time staff (based in the offices in St Albans or working from home), plus a team of 40+ Associates who are contracted to deliver training and consultancy, and a network of volunteers who run the branches across the UK.

Responsibilities

The successful candidate will be an experienced communications professional, stepping in to a new role in the organisation. You will bring together the organisation's communications activity and help ensure that our messages reach members and other stakeholders in a co-ordinated and professional way.

How to apply

For full details including the job description and person specification, see overleaf.

To apply, please provide:

- An up to date CV
- A covering letter of no more than 1000 words setting out how you meet the person specification for the job.
- Details of two referees including your most recent line manager

Applications should be emailed to beatrice@early-education.org.uk

Early Education is an equal opportunities employer.

Communications Officer (Part-Time)

Further particulars

Job Title:	Communications Officer
Reporting to:	Chief Executive
Appointment:	Part-time (14 hours per week) . 1 year contract in the first instance, with a view to a permanent appointment subject to successful achievement of organisational objectives.
Salary:	£30k per annum, pro rata (0.4FTE); plus 8% employer pension contribution (subject to satisfactory completion of the 3-month probationary period)
Hours:	Part-time/flexible working (0.4 FTE). The hours could be worked across two full days or part-time across the week.
Leave:	In addition to normal public holidays, 25 days paid work days per year plus three additional days which must be taken between the Christmas and New Year holiday period (all pro rata).
Job location:	St Albans/home-based/hybrid
Closing Date:	6 January 2025. We reserve the right to make an appointment before the closing date, so early applications are strongly encouraged.
Interviews:	Interviews will be held on 17 January 2025, preferably in person at our St Albans office. Candidates who are not able to attend in person may request an online interview.

Job description

The Communications Officer will:

- produce our fortnightly newsletter to members and periodic emails to non-member contacts, including emails to promote our programme of events
- liaise with guest editors for the Early Education Journal to ensure each termly issue is delivered on time; copy edit and proof read the Journal and liaise with the designer and printer to produce final online and print versions
- work with the Chief Executive and Training & Communications Manager to develop and deliver a communications strategy to maximise our reach and impact via social media and press.
- manage social media channels including content creation and audience growth
- work with the Chief Executive and Associates to produce and curate copy for the website on pedagogical issues and early years news
- work with partner organisations to promote campaigns we support
- together with the Training & Communications Manager, help to maintain and update website
- report on communications to the Chief Executive and trustees, including statistical data on reach and impact
- undertake any other duties falling within the scope of the work.

Person specification

Essential

- Ability to communicate fluently and effectively, verbally and in writing, in standard British English to a range of audiences and through a range of media
- Strong proof reading and copy editing skills, including excellent spelling and grammar
- Experience of writing copy for websites and newsletters
- Experience of managing newsletters and growing audiences, ideally for a membership association or equivalent
- Experience of maintaining websites, ideally via Wordpress, and maximising Search Engine Optimisation.
- Experience of updating, monitoring and managing multiple social media platforms
- Excellent organisational skills including ability to work on own initiative, prioritise tasks and manage deadlines including experience of working remotely
- High level of computer literacy and familiarity with Microsoft Office packages

Desirable

- Understanding of early childhood education pedagogy and policy
- Experience liaising with local and mainstream media to expand the charity's reach, eg responsive national commentary