



## Communications Officer

### Job Description

<b>Responsible to:</b>	Communications Manager
<b>Responsible for:</b>	N/A
<b>Salary:</b>	£26,228 per year, pro rata
<b>Hours:</b>	30 hours per week
<b>Holidays:</b>	25 days + bank holidays + three days between Christmas and New Year per annum
<b>Employing Body:</b>	Nova Wakefield District Limited
<b>Place of Work:</b>	Hybrid working
<b>Type of Contract:</b>	Fixed term for 12 months

#### Job purpose

To raise the profile, voice and impact of Nova Wakefield District and the wider voluntary, community and social enterprise sector across Wakefield District. Nova supports other organisations to grow, develop and thrive, and you will create engaging communications that connect, inform and inspire our members, partners and stakeholders.

You will report to, and be line managed by the Communications Manager. You will work closely with them to deliver creative and effective communications activity across digital, print and face-to-face channels. From developing content to supporting campaigns, events and storytelling, you will help ensure our communications reflect our values, celebrate the impact of the sector, and strengthen relationships across our networks.

## Main Duties and Responsibilities

- Coordinate regular updates to Nova's website, and any other websites Nova manages related to projects, with a consistent approach to voice and brand guidelines.
- Manage the communications inbox and curate information for communication channels, including Nova's website and newsletters.
- Support with the creation, design and branding of internal and external documents, with a consistent approach to voice and brand guidelines.
- Support the Communications Manager to implement the annual communications strategy, and any further communications strategies that are required for Nova's projects.
- Support with the promotion of Nova's regular activities, including grant making and training programme. Including planning dates, copy writing, direct marketing, scheduling reminders, collecting feedback and monitoring outcomes.
- Support with the admin of email marketing, including review of mailing lists, segmentation of audiences and automated flows.
- Publicise funding opportunities through Nova's CRM, social media channels, and both Nova and Community Investment Gateway websites.
- Support the Communications Manager with creating and scheduling content for communication channels, including website, email comms, and social media platforms.
- Liaise with colleagues and members to produce and promote content about their work and highlight Nova's impact.
- Support with planning, production, editing and promotion of video content.
- Support with the organisation and promotion of events, including Nova's AGM.
- Attending and contributing to West Yorkshire communication meetings.
- Supporting with projects and consultancy work, if needed.
- Deputise for the Communications Manager, if needed.

## Expectations

- A. Promote equality, diversity, inclusion, and anti-discriminatory practice in all areas of work, recognising, respecting, and valuing the diversity of staff, colleagues, members, and communities.
- B. Support Nova Wakefield District Ltd.'s commitment to environmental sustainability by working in socially responsible ways that help reduce or offset environmental impact.
- C. Maintain confidentiality and handle information appropriately at all times.
- D. Understand and fulfil responsibilities relating to data protection and data quality in line with current legislation and organisational policies.
- E. Be aware of and comply with the organisation's Whistleblowing Policy and procedures for raising concerns.
- F. Comply with Health and Safety policies and procedures, taking reasonable care for their own safety and that of colleagues, members, and visitors, including participating in mandatory fire safety training.
- G. Engage positively with supervision, appraisal, and continuous professional development activities.
- H. Adhere to relevant professional standards and codes of conduct.
- I. Work flexibly to meet the needs of the organisation and its services.
- J. Identify and report risks, hazards, incidents, accidents, and near misses promptly.
- K. Attend Nova Board meetings and organisational events where required.

*This job description outlines the main duties and responsibilities of the role and is not intended to be exhaustive. The postholder may be required to undertake other duties appropriate to the nature and grade of the post. The job description may be reviewed and updated in consultation with the postholder to reflect service and organisational developments.*

# Person Specification

## Qualifications and Training

### Essential Criteria

- Relevant qualifications or equivalent work experience for the role (including Maths and English qualifications)

## Skills and Abilities

### Essential Criteria

- Willingness to learn and acquire new skills.
- Excellent organisational skills.
- Attention to detail, and commitment to quality.
- Good standard of written English, with the ability to adapt tone as and when needed.
- Ability to prioritise tasks and work in a fast-paced environment.
- Ability to work flexibly, using own initiative.
- Ability to interpret complex information.
- Ability to identify, write and illustrate engaging content for our members and the wider VCSE sector in all forms of media.
- Excellent digital skills and ability to use online marketing and communications tools.

### Desirable Criteria

- Experience of copy writing, social media communications and website management.
- Experience using Canva and other digital tools.
- Experience of working in the VCSE sector.

## Other

- A willingness to undertake further training as appropriate and to adopt new procedures as and when required.
- A willingness to learn and keep up with communication and media trends.