

Job Description and Person Specification

- Job title:** Communications Officer
- Reports to:** Head of Operations
- Location:** Hybrid, minimum 1 day per week in our office in London
- Hours:** Part-time, 3 days (22.5 hours) per week. Occasional work outside of office hours, with time off in lieu
- Contract:** Permanent, part-time
- Salary:** £16,200 - £17,400 per annum (full time equivalent £27,000 - £29,000)
- Benefits:** 25 days annual leave plus bank holidays (pro-rata), 5% pension contribution, employee assistance programme, amongst others. Click [here](#) to find more information on our commitments and benefits.

Blaggrave is a disability friendly employer. Please contact Valeria at hr@blagravetrust.org if you have any questions or would like to receive this document in a different format.

What we do

The Blaggrave Trust is a charity funding and collaborating with partners to bring lasting change to the lives of young people. We invest in them as powerful forces for change and act upon their right to be heard in pursuit of a fair and just society. We fund work nationally, as well as having a specific focus on several counties in the South East of England. You can read our full 2022 – 2026 strategy [here](#).

We are committed to centring the voices of those we seek to serve. Our board and staff team have relevant lived and learnt experiences to help us fulfil our mission. We listen to the communities we seek to serve both directly and broadly to have as accurate of an understanding as possible about the issues that those we're here to serve are facing.

About the role

The Communications Officer will work across all channels to raise the profile of Blaggrave and its partners and the work they do. You'll oversee the day to day management of our social media channels, website, and newsletter, and will leverage your creativity and proficiency in copywriting and content creation across the platforms. With a keen eye for detail, you'll work closely with the team to develop comms outputs, effectively delivering our message so that the right content reaches the right audiences, and our digital channels continue to grow.

This role is subject to Basic DBS. Candidates must be eligible to work in the UK.

Job description

Social media

- Maintain Blagrave's social media accounts, and work with the wider team to ensure a regular social media presence for Blagrave.
- Research, create, and publish content for Blagrave's social media platforms. This includes writing, getting approval and scheduling content, and creating appropriate imagery that is engaging and aligned to Blagrave's style guide.
- Proactively monitor our social media channels, responding as relevant.
- Monitor social media outputs of other charitable foundations and youth organisations to inspire and inform Blagrave's communications output.
- Strengthen Blagrave's digital output/presence and reach by tracking analytics via monthly reporting on social media performance, making recommendations of how we can engage with audiences more effectively.

Website

- Regularly update and maintain the organisation's website, liaising with colleagues to ensure all content is current and relevant.
- Publish regular blog posts and vacancies, when required.

Wider comms

- Liaise with colleagues in other teams to understand and support them in their comms needs, implementing internal / external comms initiatives as required.
- Design, draft and circulate internal and external comms outputs and suggest new ways to communicate our messages to our audiences.
- Be a guardian of Blagrave's tone and brand identity, reviewing communications outputs prepared by the team.
- Share relevant comms assets and content to external stakeholders as required.
- Document Comms processes.
- Monitor Blagrave's communication budget, liaising with the Head of Operations and Finance and Governance Manager.

Other

- Provide general support to the Blagrave team where additional capacity is needed across all areas of work.
- Represent the Blagrave Trust externally at meetings when required.
- Show an active commitment to anti oppressive and anti-racist practices including attending organisational training and reflection sessions to implement into your work and Blagrave's wider work.
- Attend regular training to support learning and development.

Person specification

We are particularly keen to hear from:

- Younger candidates in line with our mission, provided they have exceptional abilities to bring to the team.
- Those candidates who help us diversify those that work within the philanthropic sector in the UK and who help us get closer to the communities we exist to serve.

	Assessment stage		
	Cover letter & CV	Interview	Exercise (on day of interview)
Essential knowledge and experience:			
Relevant experience working in a similar comms-related role.	✓	✓	
Proven ability to write and edit compelling copy for various platforms.	✓		✓
Experience managing websites and social media channels.	✓		
Experience creating images and graphics (Canva).	✓		✓
Experience using email marketing tools like Mailchimp.	✓		
Desired knowledge and experience:			
Understanding of safeguarding, inclusion, diversity, equality, and accessibility principles.	✓		
Knowledge of data protection principles.	✓		
Familiarity with analytics and audience insights.	✓		
Experience of working in or using services of a youth charity or funder.	✓		
Experience engaging people with lived experience in comms work.	✓		
Essential skills:			
Good understanding of how to use communication techniques to increase visibility and profile.	✓	✓	✓
Creative thinker, with ability to generate new, forward-thinking, and relevant ideas.	✓	✓	

Excellent planning and organisational skills, including the ability to work to multiple deadlines.	✓	✓	
Excellent written and oral communication and skills, including writing for different audiences e.g. website articles, social media posts, case studies.	✓		✓
Proficiency in IT, including Microsoft Office and social media platforms.	✓		
Desirable skills:			
A good understanding of WordPress and Google Analytics.	✓		
Essential values:	✓		
Strong belief in Blaggrave's core mission and values, including a commitment towards equal opportunities.	✓	✓	
Great team player, flexible, with the ability to support and engage in team and cross disciplinary working.		✓	
Empathy and respect for the lived experiences of those young people we serve.	✓		

Candidates must be eligible to work in the UK.

To apply, send your CV and cover letter to Valeria at hr@blagravetrust.org by Sunday, 28th July.