

Job Description: Communications & Social Media Officer

Job Title:	Communications & Social Media Officer
Reporting To:	Communications Manager
Location:	Remote
Hours:	2 Days per Week
Salary:	£150 per day

Background

Our Time Charity is a unique and pioneering organization dedicated to supporting children and young people who have parents with mental illness. Our mission is to ensure that these young individuals do not feel isolated, misunderstood, or overlooked, and to provide them with the tools and resources they need to thrive. We achieve this through innovative programmes, education, and advocacy, making a tangible difference in their lives.

This is an exciting time to join Our Time, we have recently invested in a new website and are in the process of rolling out our new brand. Series 3 of our podcast *My Family, Mental Health...and Me* will launch later this year and we have a number of other ambitious projects in the pipeline.

We are looking for a hands-on, all-round marketing and communications professional who will be supported by and work closely with a Strategic Communications Consultant to help manage our social media channels, roll-out campaigns, and progress sustainable, low-budget marketing and communications approaches. A large part of the role will include being responsible for maintaining our existing social media channels, including developing content ideas from start to fruition, and organic posting across Facebook, Instagram, X and LinkedIn.

Requirements

- Knowledge of best practice for social media, comfortable working closely with an animator / video editor with minimal supervision, with evidence of publishing on social media for a business or charitable organisation
- Able to write for a variety of channels including social media, email, web with minimal supervision
- Experience of optimising posts for different audiences and platforms
- Experience of using Canva, Adobe or other graphic design and editing software

- Comfortable performing outreach to key stakeholders of professional psychiatrists, teachers, healthcare workers, volunteers and community leaders, with support
- Interested in supporting PR campaigns such as conducting press outreach using a template and with support
- Mature approach, comfortable working with research papers and other materials to create content for a range of channels
- Organised and flexible, with the ability to maintain a communications calendar and other Google docs as required
- Resourceful, happy to contribute ideas and work collaboratively
- Able to follow through a task from start to completion
- An eye for design and attention to detail

As we are a small team, it is key that you have a strong sense of initiative and personal responsibility, and are comfortable working independently in an environment where each of us has a role to play in increasing the support available to children and young people with a parent with a mental illness. In return, you will be part of a friendly team where your time and ideas are valued.

We are fully remote and meet in-person approximately 2 – 3 times per year in a range of locations easily reachable by public transport (recently London and York).

Application Process

To apply, please submit a small portfolio of your work (this can include voluntary work), alongside your CV and a brief cover letter (no more than 1 A4 side, size 12 font) to:

Georgie Williams, Operations Director, georgie.williams@ourtimecharity.org.uk

Closing Date: 11:59pm Sunday 23rd March

Interviews: Week Commencing 31st March

Our Time is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.