



## Oxfordshire Community and Voluntary Action

### Communications Officer

**Hours:** 15 hours per week

**Reports to:** CEO

**Location:** Working from home with occasional visits to the Oxford office

**Contract:** Fixed term 12 months

**Salary:** £11,200 (£28,000 FTE)

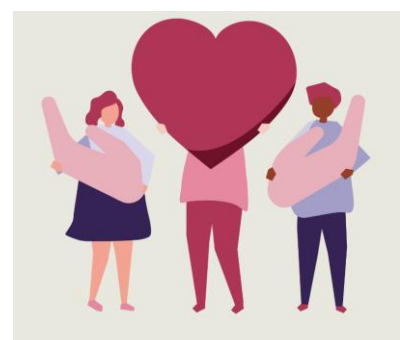
### About OCVA

OCVA offers tools, connections, support, and know-how to help people, groups and organisations to develop things that matter and make a difference every day in our communities.

We also invest in building relationships with all levels of local government and work with many other local, regional and national system leaders and partners to enable the voluntary sector to contribute to the best outcomes for people living in Oxfordshire.

We achieve this through:

- Information and advice on every aspect of setting up and successfully running a community group, charity or other non-profit.
- An exciting schedule of training and webinars.
- A membership programme which provides access to training discounts, special benefits and the strength of a collective voice.
- A volunteer-matching service where you can recruit volunteers or find your perfect volunteering opportunity.
- Developing ways to connect with, learn from and build new opportunities with other individuals and organisations from across the county.
- A commitment to making sure that the diverse voices of the voluntary and community sector are represented and heard.
- A passion for tackling the systemic causes and impacts of inequality so that, together we can build a community where everyone can contribute and thrive.



## About the role

We are looking for a new team member to lead on developing and delivering our communications strategy. Working with colleagues you will identify content from across the organisation and use it to ensure that OCVA's mission, activities and impact are visible to the widest possible range of audiences.

You will use a range of media including: the OCVA website, our social media accounts (which currently include Facebook, X (Twitter), Instagram and LinkedIn) and traditional media such as local newspapers and radio stations.

As a small charity with a wide-ranging brief, we value working as a team. This role will be fully integrated, ensuring that you understand our work and ethos and can play a full role in the organisation.

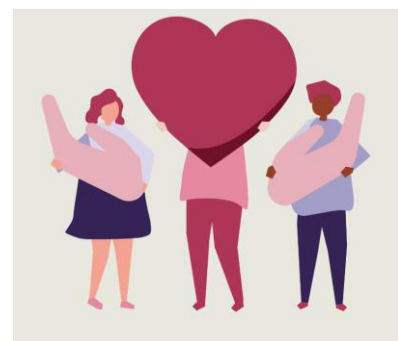
This is a flexible role where you would be able to work your 15 hours per week in a pattern that suits you, within the parameters of the working day.

## About you

You will have a passion for good communications and an understanding of marketing and communications strategies. You will have a good eye for detail, a great sense of visual style and the ability to write engaging content. We are looking for someone who is confident with design packages such as Canva and web tool WordPress. As part of a small, committed team you will enjoy collaborating, sharing ideas and supporting our organisational vision.

## Core responsibilities:

- To lead the development and delivery of OCVA's communication strategy.
- To manage and maintain our online communications channels, including social media accounts and website, and develop our online presence.
- To support colleagues to develop engaging content for a range of communications channels including the Press and Media outlets.
- To support creating content for our weekly newsletter Pulse
- To produce reports on the impact of the organisation's campaigns and act on information as appropriate.
- To assist in developing our database of groups and contacts using Civi CRM



### Your role within the team

- Support others to identify content for our communications.
- Keep in touch with colleagues to ensure that everyone can contribute.
- Develop an understanding of our mission, activities and impact.
- Updating and developing our website
- Be an active participant in the team, contributing to meetings, collaborating with others to share workloads and understanding how roles inter-connect.
- Staying up-to-date with the latest communications and digital marketing trends, putting these into practice in your role and involving the wider team

### How to apply

- Please complete the OCVA application form and send to [laura.price@ocva.org.uk](mailto:laura.price@ocva.org.uk)
- If you would like to discuss the post or have any questions about it, please email Laura Price, CEO, OCVA [laura.price@ocva.org.uk](mailto:laura.price@ocva.org.uk)
- Please complete the Equalities Form and email to [admin@ocva.org.uk](mailto:admin@ocva.org.uk) with the subject line 'confidential'.
- Closing date for applications: Fri 31<sup>st</sup> May 2024
- Interviews will be held in the week commencing 10<sup>th</sup> June 2024

