

Events and Communications Officer

Job Title: Events and Communications Officer

Responsible to: CEO

Location: Remote, with requirement for in-person attendance at some meetings and events during the year (travel expenses covered)

Hours: 14 hours per week across a minimum of 2 days per week (flexible days, to be agreed with successful candidate) with occasional out of hours working required (e.g. our annual summer residential camp and twice-yearly family weekend events, with TOIL for out of hours working)

Salary: £23,500 per year pro rata, 2 days/week (£9,400 actual)

Term: 12-month fixed term contract with potential to continue in role as funding allows

Annual leave and benefits: 33 days leave pro rata (13.2 days actual). Employer pension scheme with matched contributions of 5%

Closing Date: 15th April

ABOUT USHER KIDS UK

At Usher Kids UK, we're devoted to empowering children, young people and their families living with Usher syndrome - a rare cause of progressive deafblindness.

From the point of diagnosis onwards we provide information, support and resources tailored to the specific and unique challenges of the condition. We create opportunities for families to connect at virtual and in-person events, helping them build friendships, skills and confidence for the journey ahead.

Our services are already changing the experiences and outcomes of the next generation: *"Our daughter came back from Usher Kids UK summer camp absolutely buzzing - she was confident, proud and talked with excitement about how she is unique."* Working at Usher Kids UK, you could help to ensure that every family living with Usher syndrome has access to this life-changing impact.

WORKING AT USHER KIDS UK

Our charity provides vital support to the Usher community. In recent years, demand has grown for our services so this year we are very excited to be growing our staff team. The new Events and Communications Officer will work alongside our CEO, playing a vital role in ensuring the success of our events and engaging with our families and collaborators.

The role will be varied and offers the chance to be an important part of our small and friendly team. We recognise the value that each person brings to our charity, encouraging innovation and development, and we support each other to provide the very best services for our community.

OVERVIEW OF THE ROLE

Events:

As Events and Communications Officer, a significant part of your role will be assisting in the design and delivery of our virtual and in-person events. These include:

- Regular (monthly) virtual events
- Twice-yearly family in-person events (usually a Saturday in April and in September or October)
- Annual residential camp for 11-25yr olds (a 5-night residential held in July or August)



Some of the aspects you will lead on include:

- Communicating with our community and other stakeholders, such as venues and volunteers, pre- and post-event.
- Creating promotional and other event materials.
- Registration and organisation of the people involved in the event.
- Coordinating logistics before, during and after events.

Having worked so hard making sure that the event runs successfully, you will of course also be a vital part of the team helping to deliver the in-person events, which is an absolute joy!

Communications

You will assist in the design and delivery of our communications strategy. This will include:

- Determining how best to communicate with our families, including the children and young people, to ensure that we provide the support and services they need.
- Determining how best to communicate with our collaborators, including other organisations, funders and professionals in the sector, in order to continue and improve our offer.
- Managing the day-to-day delivery of our social media, emails, website, promotional materials and media archives.
- Keeping our CRM updated and proactively communicating with our stakeholders.
- Supporting our Governance Team with scheduling and meeting arrangements.
- Monitoring the impact of our events and engagement, using insight gained to identify unmet needs, and work as a team to create a plan to address these needs.

PERSONAL SPECIFICATION

Essential:

- Computer literate and confident using MS Office software.
- An excellent knowledge of different social media platforms and the types of content required to drive engagement.
- Experience of website/CMS systems.
- Understanding of printed promotional material.



- Good standard of written English and Maths (GCSE grade 5 or above).
- Good understanding and/or experience of implementing communication strategies appropriate for different audiences.
- Experience of design and delivery of virtual and in-person events.
- Experience of working with children, young people and families.
- Understanding of, and commitment to, the objectives of Usher Kids UK.
- Strong organisational and time-management abilities, adept at prioritisation and multitasking.
- Attention to detail with a proactive approach to achieving and maintaining high standards.
- Drive, determination and self-motivation, with a positive attitude towards work.
- Excellent interpersonal skills, comfortable in team settings and independent working.
- Ability to deliver out-of-hours work to accommodate Usher Kids UK events or travel in the UK and internationally.

Desirable:

- Experience of the charity sector.
- Knowledge of engagement and impact measurement and evaluation.
- Knowledge of safeguarding processes and systems.

APPLICATION PROCESS

How to apply:

Please upload the following to Charity Jobs by 15th April:

- An up-to-date CV
- A covering letter (no more than 2 pages) explaining why you think you are the right candidate for this role. Please ensure you provide evidence and examples which demonstrate how your skills meet the criteria set out in the person specification.

The process:

Shortlisted candidates will be invited to an initial virtual meeting with our Founder and CEO, before advancing to a final round consisting of a number of short tasks and a virtual interview. We are actively recruiting for this role, so will be scheduling meetings and interviews as applications are submitted. Recruitment may end early should the right person be found prior to the closing date, so we encourage anyone interested not to wait before applying.

We require all applicants to have the appropriate right to work in the UK. This role will be subject to an Enhanced Disclosure check.

If you have any questions or would like to have an informal discussion about the role, please contact us via info@usherkidsuk.org. If you have access needs or require reasonable adjustments as part of the recruitment process, please let us know.

