

# JOB DESCRIPTION

JOB TITLE	COMMUNICATIONS, ENGAGEMENT & PARTNERSHIPS VOLUNTEER	DEPARTMENT	OPERATIONS
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## OVERALL PURPOSE

This role requires a hands-on communicator who is passionate about profiling service user's voices and creating opportunities for collaboration. You'll work with local partners to showcase the impact of WFRC's projects & initiatives, help generate support for the charity, and profile learning, impact and successes back into the wider community.

For the role to be truly transformational the Volunteer *Communications, Engagement & Partnerships manager* will need to:

- Build relationships with service users, stakeholders and local partners,
- Generate compelling stories, and support communications strategies that amplify WFRC & its impact in the region.

## OPERATIONAL TASKS

### Communications Strategy Development:

→ Co-develop and implement a communications strategy for the WFRC's projects & initiatives as needed.

### Content Creation:

→ Generate engaging stories, case studies, and digital content featuring service users, stakeholders and local partners.

→ Work with stakeholders to create and share their own content, empowering them to tell their stories.

### Digital and Media Engagement:

→ Profile local activities and partnerships, creating content and stories for social media and other digital platforms.

→ Build relationships with local media to amplify the work of WFRC and its stakeholders.

### Engagement Partner Collaboration:

→ Work with the project managers and our local stakeholders to identify opportunities to increase the charity's profile.

→ Attend online and in-person meetings with local partners in Wolverhampton to profile our work.

→ Generate partner commitment to WFRC's campaigns and initiatives.

→ Work collaboratively with local stakeholders to deliver communications and engagement strategies that showcase our partnerships and impact.

## PERSON SPECIFICATION

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- Proven experience of general administrative work, including excellent IT skills (using Windows, Word, Excel, Outlook, PowerPoint & Access).
- Proven experience of team management.
- Ideally, some experience of working in the charity sector.
- Excellent written and verbal communication skills.
- Excellent attention to detail.
- Leadership and the ability to 'make things happen'
- Good time management skills and the ability to work pro-actively & meet tight deadlines.
- Ability to communicate with a variety of people in a friendly, professional and confident manner.
- Ability to relate to and engage with women & families.