Worried about the impacts of the Cost of Living crisis and the inequalities in society? Do you want to be part of the solution? Come and join the team.

We are looking for a creative and productive communications professional to build on the great work in recent years which has encouraged deeper conversations around poverty and its causes. Compassion Acts is now a well known local charity and trusted by many different groups and individuals. The core purpose of this role is to maintain that momentum and ensure we communicate consistently with all of our stakeholders and motivate action, including fundraising and volunteer applications.

You must demonstrate how you meet each of the requirements as outlined on the Person Specification; you may use additional sheets of paper if required. Please note that CVs or other forms of submission for the role will not be accepted.

We wish you good luck with your application and is you would like an informal chat about the role before applying, please contact Richard Owens on 01704 264505.

**About Compassion Acts**

Launched in the summer of 2019 and emerging out of a previous Organisation (Southport & Formby Churches Debt Centre Ltd) the charity has a good reputation in the local area for the provision of the Trussell Trust Foodbank and other wrap around services. To strengthen the capacity of the Organisation and to meet increasing needs from the public, it has been structured with staff and volunteers falling into two main teams.

1. **Poverty Reduction**

This includes our Foodbank operations for those in emergency situations, our expanding Food Pantry service for the ‘just about managing’ and the Next Steps project for life-skills training.

1. **Advice & Support**

This includes the welfare benefits advice team, the Southport Community Money Advice (SCMA) debt advisers. Each of these rely on volunteers for different aspects of the services.

We are looking for an applicant who will not only fit into our existing team but will support the Charity in the wider concept and supporting our vision and 5 year Strategic Plan ‘Going Upstream’.

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**Job Description**

**Job Title:** Public Engagement & Media Officer

**Responsible to:** Poverty Reduction Manager

**Location:** Victoria Centre, Sussex Road, Southport

**Rate of Pay:** £11.89 per hour plus up to 6% matched employer pension contribution.

**Hours:** 16 hours per week in the first instance with the possible extension if funding available/need requires (pattern by agreement)

**Job Purpose:**

To be an additional team member working within the Poverty Reduction Team. The specific aspects of the role are around effective and creative communication; researching and creating story content (editorial, photos + videos) which underpin our strategy and develop our key messages for stakeholders, donors and other members of the public to raise awareness of and engagement with the work of Compassion Acts. There will be opportunities to work with our existing volunteers and staff on fundraising events and to recruit some specific media and fundraising volunteers to assist you with your projects too.

Personal attributes of the postholder:

* A passion for social justice and the aims of Compassion Acts
* The ability to communicate a range of information via various media channels
* Administrative skills and attention to detail
* IT competency including Excel
* A planner who can set and meet time sensitive objectives

**Main duties:**

* Develop and implement effective and creative communications activities for external stakeholders. Write and optimise content for the website, digital newsletters, print publications and social networking sites. Ensure consistency in terms of voice, branding, messaging and frequency of posting via digital channels.
* Develop and deliver well-executed and effective campaigns.
* Use mailchimp to send out regular e-newsletters and increase the number of sign-ups for this newsletter.
* Build up relationships with community groups and churches, working with the CEO and management team to arrange presentations and talks in community settings.
* Collaborate with others on the team to deliver successful events.
* Work with the Community Organising Officer and others to promote and campaign around the Organising and Local Mobilisation pilot project.
* To Deputise and backfill for the CEO or Poverty Reduction Manager if appropriate, especially in personally thanking donors and supporters via letter, email and short talks.
* With the assistance of other staff colleagues, recruit and train up media, events and fundraising volunteers to assist with the Public Engagement plans of the charity.
* Provide relevant and appropriate data for the purpose of monitoring and evaluation to meet the requirements of the CEO and Board of Trustees and other stakeholders.
* Work collaboratively with other colleagues in the team and wider organisation to enhance the services provided.
* Undertake any other reasonable duty consistent with the operation of the service required by the Charity.

Health and Safety

It is the general duty of every employee to take reasonable care of their own health and safety and that of others and to co-operate with management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care, or the contravention of safety policy or managerial instructions may result in disciplinary action being taken.

Data Protection and Client Confidentiality

All staff are required to adhere to the regulations of Compassion Acts Confidentiality and Data Protection policies and procedures in support of the Data Protection Act (2018), ensuring they respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public.

Variation

The postholder may be required to undertake other duties commensurate with the role. Some duties may be subject to variation changes and will only be made after consultation with the postholder.

**Policy and Procedure Expectations**

Employees are required to comply with all policies and procedures of Compassion Acts including equality and diversity, data protection, health and safety and safeguarding.

**Supervision, Training and Development**

Employees are required to participate in regular supervision and personal and staff development planning sessions, as required. There is a 3 month probationary period.

**Other Terms of Employment**

* A NEST pension scheme with up to 6% matched employer contribution of gross salary.

* 25 days Annual Leave entitlement per year, in addition to Statutory Holidays (pro-rated for part-time employees).
* An unconditional offer of employment will be made to the successful candidate, subject to successful completion of the following pre-employment screening checks:
* Evidence of a satisfactory Enhanced Certificate of Disclosure certificate from the Disclosure Barring Service
* Evidence to confirm the candidate’s Right to Work in the UK
* Receipt of two references, satisfactory to Compassion Acts
* Evidence of Full UK Driving Licence and car insurance that cover business travel

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**Person Specification**

**Public Engagement Role, 16 hrs per week**

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| --- | --- | --- | --- |
|  | Experience | Essential | Desirable |
|  | Demonstrable experience in an external communications role in voluntary , public or private sector | X |  |
|  | Relevant experience of writing and creating written and graphic design content | X |  |
|  | Experience in working with volunteers and in Charities |  | X |
|  | Experience in developing newsletters, leaflets and campaign materials | X |  |
|  | Full UK Driving Licence | X |  |
|  | Knowledge | Essential | **Desirable** |
|  | Ability to quickly understand and prioritise complex issues | X |  |
|  | Understanding of community fundraising systems, events and campaigns. |  | X |
|  | An understanding of WordPress system for updating our website |  | X |
|  | An understanding of the work of the Trussell Trust to advocate for a society within the widespread need for Foodbanks. |  | X |
|  | Skills | Essential | **Desirable** |
|  | Ability to write clearly and accurately | X |  |
|  | Proficient in the use of Information Technology, particularly Microsoft Word, Excel as well as Databases | X |  |
|  | Excellent assessment and communication skills, both written and verbal | X |  |
|  | Strong organisational skills | X |  |
|  | Ability to take photographs and video content using smart phones and cameras |  | X |
|  | Ability to maintain accurate records, in line with Data Protection Act (2018) | X |  |
|  | Personal Attributes | Essential | **Desirable** |
|  | An understanding of and empathy with people and their problems, together with a positive and non-judgemental attitude towards clients | X |  |
|  | Able to demonstrate an ability to work as part of a team, as well as independently. | X |  |
|  | Ability to liaise at all levels | X |  |
|  | Commitment to continually develop and update professional knowledge | X |  |
|  | Possess a can-do attitude with the willingness to respond creatively to a fast-moving environment | X |  |
|  | Appreciation of the values of the Charity, its vital relationship with local churches and its aims to tackle the causes of poverty. | X |  |