



Job Description

Media and Communications Officer

Contract

Fixed Term	-	36 months
Hours	-	22.5 hours per week (including some evening and weekend work)
Basis of Work	-	Flexible working including potential for some element of home working (subject to discussion)
Salary	-	£13.50 per hour £15,795 per annum *
Annual Leave *	-	165 hours per annum (equivalent to 22 days)
Reports to	-	Community Development Manager

* pro rata to full time 37.5 hours per week

Job Purpose

Overview

The Media and Communication Officer will support the Community Development Manager to develop and apply a range of traditional and digital communication tools to support and promote the Trust and its activities.

Main Duties and Responsibilities

- In conjunction with the Community Development Manager to plan, lead, develop and review the Trust's Engagement and Communication Plan.
- To work with wider local partners.
- To build new, and strengthen existing, social connections in the community.
- To produce the Trust's communications such as: community website, bi-annual newsletter, e-bulletins, annual report, and write press releases when required.
- To develop and expand on social media opportunities.
- To increase and engage with the membership of the Trust.
- To develop and run a programme of community events.
- To assist with general office administration.

1 Main Street, Clackmannan FK10 4JA

Tel: (01259) 219473 | Web: www.clackmannancommunity.org | Email: www.clackdevtrust@hotmail.com



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TRUST

Person Specification – Skills, Knowledge, and Experience

Essential

- The ability to work in an inclusive and engaging way with local people to involve and support them in the Trust's activities.
- Educated to HNC level or equivalent experience in IT/Communications/Marketing or Community Development.
- Proficient in using Word Press, Mail Chimp, and Social Media platforms.
- Excellent interpersonal and communications skills including the ability to liaise effectively with Board members and other stakeholders.
- Experience of working with volunteers and/or third sector organisations.
- Ability to work as part of a team as well as on your own initiative.

Desirable

- Knowledge and experience of community development and partnership working.
- Experience of planning and organising events.
- A knowledge and understanding of the issues facing communities.
- Experience of working with volunteers and committees.

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