



37 Kingsmills Road
Wrexham
LL13 8NH

01978 262588
www.tcc-wales.org.uk
office@tcc-wales.org.uk

Job description

Communications officer, part-time

Summary: A new post for the organisation as we expand and seek to raise our profile.

Contract: 12 month contract with the possibility of renewal subject to funding and organisational requirements.

Hours: Between 14 and 22.5 hours a week.

Salary: £25,729 - £29,551 pro-rata, plus 10% pension contribution.

- We base salary points on the JNC youth and community pay scale. We'd expect you to start at point 14, which is currently £25,729 – though may consider a higher point for exceptional candidates
- You can move one point along the pay scale each year up to point 19 (currently £29,551), subject to annual appraisals. We may make additional cost of living increases at our trustees' discretion.

Location: Office based in Hightown, Wrexham. We'll consider options for some remote or home working but please discuss this with us before you apply.



Closing date for applications: Midnight on Wednesday 13th November 2019.

Interview date: Wednesday 4th December 2019 in Wrexham.



TCCWales

Charity no/rhif elusen: 1086434
Company no/rhif cwmni: 04033853



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Benefits include:

- We'll contribute 10% of your annual salary to your pension scheme (you'll need to contribute 5%).
- 23 days annual leave plus bank holidays. This will increase by one day per year of service, up to 30 days plus bank holidays.
- Laptop for some home/remote working.
- A commitment to training and development opportunities.
- The opportunity to help create positive change in local communities.
- The chance to shape the organisation's direction and strategy.

You'll report to: Our lead community organiser, and you won't have anyone reporting to you.

To apply: Send an application form and your CV to Mrs Sue Williams at office@tcc-wales.org.uk. CVs should include clear details of qualifications held and past work experience. We'll confirm we've received your application within two working days.

TCC is an equal opportunities employer. We welcome applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation, or age.

For a confidential discussion please contact 01978 262588 and ask to speak to Kay Polley or Sam Rex-Edwards.

Background and purpose of the job

TCC is an award-winning alliance of diverse groups in North East Wales. We act on issues affecting the local community; we do that by supporting local people to run effective campaigns and meet directly with decision makers. We're the oldest community-organising charity in the UK.

Our members include faith groups, community organisations, schools, and youth groups. We work with these diverse communities to build relationships, supporting people in picking the right issues to act on, and giving them practical support to run effective campaigns and create change.

We currently have four community organisers and one administrative support worker. The communications officer is a new role for the team, as we seek to raise the profile of the organisation and engage with new audiences and communities.

Under the direction of the lead community organiser, you'll be responsible for managing our website and digital media presence, and producing digital and printed communications for TCC members and supporters. Part of the role will also include working directly with diverse communities to collect and convey their stories of creating change.

You'll need to:

- Manage the TCC website and digital media presence to enhance our reputation as an



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innovative and effective charity.

- Work with our diverse member groups to identify compelling stories which reflect the breadth of TCC's activities, and support people to convey these stories effectively.
- In collaboration with the lead organiser, design and implement marketing campaigns to attract campaign support, recruit donors, and/or raise the organisation's profile.
- Draft press releases, liaise with key publications to secure coverage to raise TCC's profile.
- Provide a proactive response to the press and media, including relationship development.
- Market and promote campaign and fundraising events, and provide practical support at events.
- Produce high quality digital and printed materials/content to communicate with TCC members/supporters.
- Capture content at events through photography and/or film.
- Attend and support events, meetings, and organisational activities as and when required.
- Manage the organisation's images and photographic library, ensuring appropriate permissions are in place.
- Oversee the organisation's social media presence (Twitter, Instagram, Facebook etc).
- Work as part of a small staff team to contribute to TCC's overall work.
- Support the lead organiser.
- Any other tasks that may be required.

Person specification

Essential

- Excellent communication and editing skills (both written and oral).
- The ability to write copy for a variety of communications/publications, including supporter newsletters, fundraising campaigns, and campaign literature.
- Experience of writing successful press releases and responding to media enquiries.
- Able to work face to face and build relationships with diverse communities, including people from marginalised and disadvantaged backgrounds.
- Able to support people to be able to tell their stories in a powerful and effective way.
- Strong knowledge of social media and how to use it to generate support and interest from a wide range of audiences.
- Strong knowledge of website management and development.
- Able to convey complex messages clearly and succinctly.
- An eye for detail and accuracy in all aspects of work.
- Able to work as part of a small team, and contribute to all aspects of the organisation's work.
- Self-motivating, can work on own without supervision, can manage own time and meet deadlines efficiently.
- Excellent level of IT proficiency.



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- A strong commitment to TCC's vision and values.

Desirable

- An ability to create copy and work through the medium of Welsh.
- A good knowledge of the Welsh political context and Welsh media.
- Experience of working with a charity or campaigning group.
- Experience of working directly with diverse communities.
- Experience of design work using digital programs (e.g. Adobe Creative suite / Photoshop / InDesign or similar)
- Experience of creating content using a digital marketing platform (e.g. Wordfly / MailChimp or similar).
- Experience of capturing / working with photo and video media.
- Experience of participating in the creation of communications strategies and plans.
- Experience of working in a PR or marketing environment to support fundraising / sales.
- Familiar with Office 365 and SharePoint.
- Experience or knowledge of community organising.
- Degree level qualification or equivalent – preferably in a relevant field.
- Full driving licence and access to your own vehicle.

Other information

- As you'll be joining a small staff team there may be some lone working.
- Employees working fewer than 37 hours a week are paid on a pro-rata basis.
- Some anti-social hours will be required.
- You'll start with a six-month probationary period.
- We pay travel expenses at 45p a mile.
- We'll need a disclosure report from a DBS check. Having a conviction will not necessarily bar you from employment, it will depend on the circumstances and relevance to the post.



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