

Job Description

Content and Communications Officer



Contract Type:	Permanent
Hours:	35 hours per week (full time), Mon-Fri
Location:	The work is based in Barking & Dagenham but largely working from home
Salary:	£24,000-28,000 depending on experience
Annual Leave:	25 days per year plus Bank Holidays
Probation Period:	Three months
Reports to:	CEO

Background

Are you interested in directly impacting the lives of some of the most vulnerable people in East London? Barking & Dagenham Giving, an independent grant-making charity, is looking for a new Content and Communications Officer to utilise their skills and experience to build a thriving and connected community.

Barking & Dagenham Giving is a small team of progressive and passionate people. Our work is about shifting decision-making power into the hands of people who are disadvantaged and disenfranchised. We believe people should be involved in funding decisions that impact their lives and given the opportunity to create meaningful change for themselves, their family and their neighbourhood. We are looking for someone who has a sense of optimism and a passion for equity and inclusion to contribute to our work.

BD Giving also advocates for co-design and participation to be more widely used methods of working with communities. We're actively leading this movement within our borough's social sector, amongst funders in London, and national charities. Over the past two years we have facilitated £250,000+ in grant distribution and piloted an innovative £900k community-led endowment fund through radical participatory approaches that have inspired other London funders and beyond.

Overview of Role

As BD Giving's Content and Communications Officer, you will be encouraged to design and implement new ways of involving the community in finding and telling the story of our work. We are in a stage of growth, so this is a real opportunity to define what our approach to

content and community management looks like. You will have a good eye for finding engaging stories and a passion for supporting people to share it.

Our aim is to raise BD Giving's profile across the borough, promote participation in our ongoing local events and grant-making programmes, and increase engagement with the Barking and Dagenham business community.

This role will report directly to the Chief Executive but will span across the organisation and act as a communication hub for the rest of the team. This is an exciting career building opportunity for a passionate individual to join an ambitious, innovative, and growing organisation which aims to rethink conventional wisdom on philanthropy and increase social justice in London's fastest changing borough.

Responsibilities will include

Community Management

- Proactively seek out opportunities to engage our community in our work.
- Work alongside the community during various parts of the grant-making process to capture and amplify their perspectives.
- Represent BD Giving by attending Barking and Dagenham based events, including networking meetings, volunteer fairs, and other community events.

Content

- Produce inspiring copy and multi-format materials that showcase BD Giving's achievements in the community.
- Use a range of programmes, apps, and software to produce content (Canva, Adobe Creative Suite, Wordpress, Mailerlite)
- Manage social media channels and assist as required with updates to our website and external publications.
- Support the development of new experiments and ideas online such as public conversations using Consider.It, a 'power map' for the borough, and a 'public policy' platform, which will see the governance of the charity opened up to the people of Barking & Dagenham.

Marketing & Communication

- Work with the Chief Executive, wider team, and community to co-produce and deliver a marketing and communications strategy that places local people at its core.
- Coordinate the sharing of information and opportunities to a wide range of audiences and manage the communication calendar.

- Identify new/additional marketing opportunities, both locally and further afield.
- Ensure effective and compliant marketing information management; including organising photography and other assets to be accessible for other staff to use for reports, general communications and fundraising purposes.
- Manage contractors to deliver quality work to an allocated time/ budget

General

- General administrative support for the charity.
- Work in line with BD Giving's policies and procedures at all times.
- Proactively review and evaluate your performance and act upon areas for improvement and development.
- Attend and participate in team meetings and other meetings as required.

Person specification

Essential:

- Excellent verbal/written communication skills and an ability to adapt messaging to specific audiences.
- Strong instincts for compelling visual design.
- Willingness and ability to take initiative.
- Excellent organisational and time management skills with the ability to prioritise effectively.
- Empathy and a desire to work with a broad range of people to improve outcomes for the people of Barking & Dagenham.
- A sense of optimism and curiosity about working with people to meet their needs and aspirations.
- Good level of IT skills and able to learn new programs/software quickly.

Desirable:

- Experience building relationships with community groups.
- Interests in developing skills and knowledge in community engagement & social change.
- Knowledge and understanding of barriers to participation for certain sections of the community and how these might be addressed.

- Awareness of/commitment to accessible communications, incl. Web Accessibility guidelines.
- Experience of the charity sector.

Benefits

- 5% employer ethical pension contribution
- 25 days annual leave + Bank Holidays and Christmas closure
- 3 days volunteering leave
- Opportunities for formal and informal training
- Opportunities to collaborate with colleagues in other local organisations, including the council and community groups
- Flexible working, largely from home
- Cycle to work scheme opt-in
- IT equipment provided

How to apply

Please send:

- Your CV
- A supporting statement that uses the items of the person specification as headings to clearly outline your relevant experience, using specific examples which demonstrate your suitability for the role.

For each point you should focus on providing an overview of your skills and experience to clearly evidence how you meet that point.

in PDF format to geraud@bdgiving.org.uk, citing "Content and Communications Officer" in the subject of the email.

If you have any questions about the role or want to arrange an informal chat, we encourage you to get in touch with Geraud.

Deadline for applications: 9 May 2022

We will be inviting candidates for interview as applications arrive, we therefore reserve the right to bring the closing date forward.

Candidates must have the right to work in the UK. We are not able to sponsor visas.