



Communications Officer

Application pack

October 2020

Job title:	Communications Officer
Location:	Remote working
Scope:	Freelance position, 6 months contract with possibility for extension
Hours:	Part-time hours, 16 hours per week
Salary:	Freelance fee of £4,680 for the 6-month contract (You are responsible for your own tax and NI)
Closing date:	15 November 2020 (with interviews online week commencing 23 November)
Starting date:	1 December 2020 (negotiable)
Responsible to:	General Manager

Sound Sense is opposed to discrimination and values diversity.

You can download our Equality and Diversity policy at:

<https://www.soundsense.org/about-sound-sense/corporate-plans-and-policies>

Job Summary

Working with the General Manager, to manage all aspects of communications with the membership and general public; to increase the awareness of Sound Sense as the umbrella organisation for community musicians and the reasons to join; to tell the story of our work; to increase membership; to source and disseminate news and opportunities relevant to the membership.

Key responsibilities

- Clear communication with the membership through the Sound Sense website, Bulletin Board, Sounding Board and social media
- To develop and expand the online presence of Sound Sense
- To curate Bulletin Board - the monthly member e-newsletter
- To keep the Sound Sense website up to date, including adding news, training and job opportunities, stories and listings
- Promote equality, diversity and inclusion throughout our work in line with Sound Sense's Equality and Diversity policy

Specific deliverables

- To deliver 3 issues of Sounding Board journal – December 2020, February & May 2021
- To produce 6 issues of Bulletin Board
- Maintaining the website on a weekly basis
- Maintaining a regular Social Media presence across all platforms
- Report on engagement with our various platforms

Person Specification

Essential

- Be passionate about community music
- Excellent standard of written English (spelling, grammar, punctuation, style)
- Enjoy and be confident in using and engaging in Social Media
- Have a proven track record of using social media and online comms effectively
- Be creative and innovative bringing fresh ideas to the role
- Work to deadlines
- Enthusiastic self-starter who is proactive and can work independently
- Understanding of communications, public relations and some marketing practices
- Commitment to promoting equality, diversity and inclusion

Desirable

- Working knowledge of current data protection legislation
- Experience of events marketing
- Experience of managing social media in a professional capacity
- Experience of updating websites using a content management system
- Experience of copywriting and proofreading
- Experience of commissioning and creating engaging content for a variety of communication channels
- Exceptional time management skills and the ability to maintain multiple projects simultaneously

To Apply

Please send PDF versions of both a Cover Letter and CV to team@soundsense.org.

Please include live links to any previous examples of work e.g. websites, videos, Twitter feeds etc that you've managed or been involved with.

We also invite you to complete the Equal Opportunities Monitoring Form available to download with this application pack and return this with your application to team@soundsense.org.

If you have any questions regarding this role or the application process, please contact Clare Adams on clare.adams@soundsense.org or call 07776 420366.