

**STRATHERRICK AND FOYERS COMMUNITY TRUST**

**Job Title: Marketing and PR Officer**

**Accountable to:** Trust Manager

**Responsible to:** Stratherrick and Foyers Community Trust (SFCT)

**Salary:** £13.64 per hour

**Hours of work:** up to 10 hours per week (job share)

**Contract length:** 3 years (with possible extension)

**Location:** Wildside Centre, Whitebridge IV2 3UN and/or remote working

**Notice period:** This contract may be ended for any reason by each party giving 30 days' notice.

**JOB OBJECTIVES**

Stratherrick & Foyers require a Marketing and PR Officer for 10 hours a week with skills in audio/visual communication. This will provide a resource and assistance to SFCT the provision of communicating to and from the local community. You will organise and effect the publications and publicity of SFCT including newsletters, magazines, website, social media, small videos, flyers, posters, local and national media.

You will also support the Events organised by SFCT.

The role can be home based with occasional visits to our office at Whitebridge.

**KEY TASKS**

Job Duties and Accountabilities

- Produce audio visual projects for and on community projects
- To maintain effective PR and marketing for the Trust and Community Group to all stakeholders
- To ensure coverage in local and national media for the work of SFCT.
- Support community groups communication
- To communicate with our members via email and ensure with our Admin Officer that the CRM is maintained effectively.
- To maintain and update social media and ensure two way effective communication of activities on other platforms.
- To arrange and monitor a high standard of publicity and distribution for all events and activities relating to the work of SFCT and community groups
- Maintain and update the SFCT website and ensure coverage on other appropriate online websites
- Produce the monthly newsletter and co-ordinate appropriate content, liaise with printers and ensure effective distribution
- Produce the twice yearly magazine and co-ordinate appropriate content, liaise with printers and ensure effective distribution.

- To assist in SFCT Events.
- Such duties as deemed necessary by the Trust Manager in keeping with the post.
- Attend meetings as appropriate. Keep the agenda and notes of the Communications and Events Meeting.

### **REQUIRED SKILLS AND COMPETENCIES**

#### Essential

##### Audio / Visual skills

- Ability to plan, prioritise and organise work activities.
- Logical and diligent with attention to detail.
- Appropriate IT skills.
- Ability to communicate clearly both orally and in written format to a high standard.

#### Desirable

- Knowledge and experience of working with the public, private and voluntary sectors.
- Understand of community development trusts or similar types of organisations.

### **QUALIFICATIONS REQUIRED**

A high level of English and some communication experience would be an advantage.

If you would like further information or an informal discussion about the role please contact: Tony Foster on 07734 884320 or e-mail at [tony-ceo@sfctrust.org.uk](mailto:tony-ceo@sfctrust.org.uk)