

VALLEY HOUSE

COMMUNICATIONS OFFICER

JOB DESCRIPTION

Responsible to	CEO
Responsible for	N/A
Conditions of service	20 hours 25 days annual leave per annum (pro-rata) Public holidays (pro-rata) Pension contribution to Valley House group personal pension scheme
Salary	£9,103 per annum (Full time equivalent £18,206)
Location	Bell Green, Coventry

Main Purpose of Job:

- To lead on raising the profile of Valley House, utilising social media and the Valley House website
- To ensure cross organisational compliance with the Valley House brand in all communications and literature

Key Tasks and Responsibilities:

- Manage the Valley House website, creating new content and ensuring information is up to date
- Manage all Valley House social media accounts, analysing relevant data to further support promotion of services and fundraising opportunities
- Manage the production and distribution of all Valley House marketing materials, ensuring compliance with the Valley House branding

Corporate Responsibilities

- Adhere to all Valley House policies
- Ensure the effective implementation of Valley House Equality and Diversity policies
- Ensure the service user is at the heart of all service delivery and development
- Attend all meetings and training relevant to your role
- Act as an ambassador for Valley House
- To carry out other duties appropriate to the post as requested by your line manager or other manager or Board member

Whilst every endeavour has been made to outline the duties and responsibilities of the post, this list is not exhaustive

PERSON SPECIFICATION

EXPERIENCE
Experience of using Microsoft Office, Adobe and web based software
Experience of using a range of social media to promote activities and engage with the local community
KNOWLEDGE & UNDERSTANDING
Excellent working knowledge of how best to use social media to reach our target audiences
Understanding and passion for the work of Valley House
SKILLS AND ABILITIES
Excellent administrative and time management skills
Excellent telephone, verbal and written communications skills
An ability to work confidently on own initiative