**Job Description**

***Job title:***  Communications Coordinator

***Based at:*** Bristol Women’s Voice, St Paul’s Learning Centre, with flexible home working available.

***Hours:*** 15 hours a week (0.4 FTE)**.** This can be worked flexibly, occasional out of hours required, eg for International Women’s Day

***Length of contract****:*  Two years, until 30 September 2025

***Holiday:*** 22 days (pro rata) plus bank holidays, increasing yearly to a maximum of 27, plus one discretionary wellbeing day

***Pay:*** £25,000pro rata

***Probationary period:*** six months

***Reports to:*** Bristol Women’s Voice Director

***Responsible for:*** Project managing media and campaigns volunteers, interns and work placements as required

|  |
| --- |
| **Job purpose:**   * Develop and deliver campaign strategies to support the BWV team to engage women and influence change for greater equality in Bristol. * Coordinate and manage Bristol Women’s Voice’s website, media and social media output, including our communications. with members, in line with BWV’s communication and fundraising strategy and supporting policy and protocols * Lead on the development and delivery of fundraising campaigns to meet targets in BWV’s communication and fundraising strategy. * Help grow the size and diversity of Bristol Women’s Voice’s membership, influence and support to enable greater equity for all women and girls across Bristol. |
| **Key responsibilities** **Communication and campaign development**  * Develop and deliver bespoke grassroots and city-wide campaign strategies to support women’s influence and voice in achieving strategic change, working with sister agencies where relevant and appropriate. * Lead on the development, delivery and monitoring of BWV’s social media engagement, ensuring a strong contribution to our fundraising campaigns for unrestricted income. * Coordinate production of press releases and deal with media enquiries, briefing of BWV Director or other staff members as required for media work. * Manage the BWV website and create content, including online actions and campaigns. * Produce regular members’ and funders’ e-newsletters. * Ensure all campaigning and communications activity is in line within BWV’s intersectional feminist values, ethos and in line with our objectives.   **Supporter recruitment and retention**   * Work with BWV Community Organisers to recruit, induct and support new campaigners and to grow our network of supporters; line manage volunteers to support communications activity. * Ensure effective monitoring and evaluation of our campaigns and communications work in support of grant management and reporting. * Support marginalised and minoritised women’s influence, visibility and voice in BWV’s communications and campaign output, making sure that real life stories are included.   **Events and awareness raising actions**   * Support the women’s action groups to run public actions/events/activities to raise awareness and campaign for change, as required. * Work with the Bristol Women’s Voice team to deliver an annual International Women’s Day event.  **General duties**   * Support BWV team members in producing communications plans and targets relevant to their work * Report on project progress to BWV staff, trustees and funding bodies, through a range of verbal updates, emails, press releases and reports. * Engage with BWV’s teams through attending team meetings. * Represent BWV externally as required. * Any other responsibilities which are commensurate with the role. |

**Person Specification**

*Experience can be demonstrated from employment or volunteering*

|  |  |  |
| --- | --- | --- |
| **Skills and experience** | **Essential** | **Desirable** |
| Two years’ experience of successful public campaigns in the UK, with proven experience managing diverse groups of grassroots volunteers. | X |  |
| Experience using social media to deliver campaign objectives. | X |  |
| Excellent interpersonal/communication skills including the ability to gain rapport with people with differing needs and from a variety of backgrounds. | X |  |
| Experience of representing organisations, networking and working in coalitions. |  | X |
| Excellent English language skills with the ability to write high-quality copy for a range of audiences. | X |  |
| Experience of media work. | X |  |
| Experience of managing projects and events, from logistics to promotion. |  | X |
| **Knowledge and Skills**  A knowledge of and commitment to intersectional feminism and what this means in practice. | X |  |
| Ability to work with a diverse range of women, people and groups from different backgrounds. | X |  |
| Understanding of diversity, inclusion and how related issues impact on women’s voice and influence. | X |  |
| Understanding of issues affecting different women and girls in Bristol and nationally. | X |  |
| Behaviours  Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines. | X |  |
| Proactive and organised, with the ability to respond flexibly to changing priorities, and to set and work to competing deadlines. | X |  |
| A good team worker who enjoys supporting others and working together for common objective. | X |  |
| A high level of attention to detail. |  |  |
| Ability to work flexibly within a team or on own initiative. | X |  |
| Enthusiasm, drive and resilience. | X |  |
| Other  A clear commitment to the values, aims and objectives of Bristol Women’s Voice. | X |  |

BWV particularly encourages applications from under-represented groups, including women from Black and minoritised backgrounds and women from lower socioeconomic backgrounds.

Bristol Women’s Voice will interview all disabled candidates who meet the essential criteria for this role.