



Marketing and Communications Coordinator

24 hours a week

We are seeking a motivated and creative Marketing & Communications Coordinator to join our team and play a key role in developing and implementing our new marketing and communications strategy. You will be responsible for a variety of tasks, including creating engaging content, managing social media channels, and working with our Houses to bring in more residents.

Abbeyfield Bristol & Keynsham Society is a non profit organisation dedicated to providing safe, secure, and affordable housing for older adults in the West of England. We have four beautiful Houses in and around Bristol with space for over 70 older people to live with us. We are passionate about making a positive difference in the lives of older people and strive to create a supportive and enriching community.

Responsibilities

- Work with the Chief Executive to deliver our marketing and communications plans, to raise awareness of our charity and its' services
- Create compelling content for various channels, including website, social media, and print publications
- Manage social media channels, including creating and scheduling posts, interacting with followers, and monitoring performance
- Support with media relations activities, such as press releases and media inquiries
- Assist with the development and distribution of fundraising materials
- Maintain and update our website content
- Coordinate the production of marketing and communications materials
- Analyse marketing and communications data to measure effectiveness and identify areas for improvement

Qualifications

- Experience in marketing and communications, ideally within Housing or the Voluntary and Community sector
- Excellent written and verbal communication skills
- Strong creative flair and ability to develop engaging content
- Proficiency in social media marketing and content management systems
- Experience with graphic design software a plus

- Ability to work independently and as part of a team
- Excellent organisational and time management skills

Benefits

- 25 – 30k pro rata dependent on experience
- 4% employer pension contribution
- The opportunity to make a real difference in the lives of older adults
- A positive and supportive work environment
- Hybrid working

Terms of Employment

- Contracted for 24 hours a week, day and hours flexible and to be agreed with the Chief Executive
- 28 days per annum to include 8 bank holidays, pro rata for those working part-time.
- This job is subject to a Disclosure and Barring Service check.
- It is a condition of any offer of **employment** we make to you that you have, permission to **work** in the **UK**.

To Apply

Please submit your CV and a cover letter explaining why you are interested in this role. Meanwhile, if you would like to find out more:

- **email us:** e-mail@abbeyfield-bristol.co.uk
- **call us:** 0117 973 6997
- **write to us:** Abbeyfield Bristol and Keynsham Society, 29 Alma Vale Road, Clifton, Bristol BS8 2HL
- **website** www.abbeyfield-bristol.co.uk

Deadline for applications

31 July 2024