



Part time Communications Manager role – Sands End Arts & Community Centre

2 days per week, £12,800 per annum (£32k full time equivalent)

Job Overview

Sands End Arts & Community Centre is a social hub for the community of Fulham, promoting social cohesion in the area. A registered charity, our arts & community centre programming (ranging from free hot meals for older adults on Wednesdays, regular Sunday jazz sessions to a music production programme for young people and art exhibitions) seeks to bridge social and economic gaps in the neighbourhood and promote connection.

The Sands End Arts & Community Centre (SEACC) is seeking a part-time Communications Manager (0.4, both days per week on site; £32,000 pro-rata) to work with our small and friendly team to help elevate the charity's reach and income. If you have previous experience in a marketing and communications role, are confident in your ability to deliver strategic campaigns, and want to join an organisation committed to social change and accessibility, please apply.

Responsibilities for Communications Manager

Develop and implement marketing and communications campaigns and strategies and monitor their success

With the centre Director and SEACC board, define key performance indicators for each communications channel which will indicate a campaign's level of success

Ensure that all our messaging is consistent throughout

Manage and maintain SEACC's social media accounts

Determine and deliver strategic communications campaigns that will help further our goals, working to set budgets

Create internal communications protocols and initiatives that will foster employee morale

Oversee the creation of marketing and communications material to ensure that it is consistent with the charity's brand, including newsletters, printed material, website copy and more

Represent SEACC at external events and press conferences, networking on the charity's behalf

Reach out to influencers, print and broadcast media and beyond in order to arrange story placement at a local and national level

Keep up to date with what is going on locally, foster relationships with likeminded organisations and keep abreast of charity sector trends nationally

Qualifications for Communications Manager

3+ years prior experience working in a marketing or communications role

Proven success designing and executing marketing and communications strategies and campaigns

Proven success of understanding the importance of social media in achieving overall aims

Familiarity or experience working within an arts and/or community venue is an asset

Superior written and verbal communications skills

Excellent organisational and project management skills and ability to meet deadlines

Must be able to think strategically and be nimble to changes

Capable of working well as part of a team as well as independently

Great multitasker and capable of simultaneously managing multiple projects with different deadlines

Familiarity or experience working with CRM software is an asset

How to apply

Please submit a CV and cover letter (maximum one page) answering how you meet each of the qualifications listed above to nina@seacc.uk by Friday 28 February at midday.

Interviews will take place mid March. Unfortunately, as a small team we are unable to offer feedback for those not selected for an interview.

