**Job Description**

**Ballynafeigh Community Development Association**

**Communications Co-ordinator**

Reporting to CEO of BCDA

**Scope of role** – To provide communications support for BCDA’s internal organisation, its User Groups and wider community, and other stakeholders. This is a developmental role enabling the post-holder to acquire a foundation in his/her career in the Voluntary, Community & Social Enterprise (VCSE) Sector

This could be a first career role or a career change opportunity. As it is a new role, it is expected to develop so will be reviewed within the supervision process

The post holder must support BCDA vision and values

**Salary** – *£ 12480pa (£23400 pro rata), plus 5% pension contribution and personal development package*

**Hours** – 20/week

**Duration of position**

The post is funded until August 2025, supported by the Department for Communities through the Rank Foundation

**Main duties**

To be responsible for the development and day to day running of social media sites

To manage the website, Facebook page and any other social media platforms to maintain regular engagement with the public and promote BCDA services and development.

In conjunction with other staff, to enhance effective communications internally and externally.

To assist with room set-ups and liaise with User Groups concerning their bookings and use of building.

Reception and welcome duties for all visitors to BCDA.

Pro-active development of relationships with BCDA stakeholders.

**Skills and qualities required**

**Essential**

* Proficiency in the use of social media platforms
* Minimum 5 GCSE or equivalent at grade C or above, one of which must be English

Or

Practical experience in either creating content on social media or graphic design/marketing/web design

* A good standard of literacy/numeracy to ensure professional and effective outputs and inputs
* A demonstrable interest in working in the VCSE Sector
* Communication skills to enable BCDA’s activities to be widely and suitably promoted, to ensure positive and inclusive relationships with User Groups and to assist in developing internal teamwork
* Proficiency in the use of Microsoft office
* Employment, volunteer, or life experience enabling you to demonstrate

1. a flexible and proactive approach to work,
2. the ability to work as a team member and use initiative
3. good time management skills and ability to prioritise work

* You must show respect for people from a wide range of backgrounds and with different abilities; and present a warm and welcoming presence, always respecting confidentiality.
* The post may necessitate that on occasions you work outside office-hours, for which equivalent time off will be given

**Desirable**

* Experience and/or qualification in one or more of the following: graphic design/marketing/web design
* Experience of creating engaging content to connect with the local community, funders, and other interested parties

**If we receive a large number of applicants, the panel will apply desirable criteria to facilitate shortlisting**

\*You must have the right to work in the UK and be able to provide relevant documentation, as proof, if you are successful and offered the position at BCDA.