



## **Communications Co-ordinator**

Signals is looking for a part-time Communications Co-ordinator.

This post is offered as one-day per week, and as a one-year contract with the possibility of extension. The hours are flexible and can be agreed with the successful candidate, for example it could be worked over two half-days. The post provides the opportunity to have a significant impact on the organisation.

Signals use filmmaking and digital technologies to engage and teach a wide range of technical, creative and personal skills. Projects and workshops take place in schools, communities and in our own studio space.

Signals work directly with over 4,000 people per year, on around 60 different projects.

Past film projects have won international awards and been shown in festivals around the world – we are keen to expand and develop our work and increase the quality.

We are looking for a committed and enthusiastic person who is keen to help us tell the world about what we do and grow the organisation.

Over the next year we are hoping to invest in new systems such as CMS, improve our website and better connect with customers

The successful candidate will have the opportunity to work as part of a small, friendly and supportive team. They may also work with a variety of freelancers and potentially supervise interns and volunteers.

There will be opportunities to learn and develop within the role and to have input into the activities of the organisation.

## **Communications Co-ordinator**

Task and duties include:

1. Updating and refreshing the website (word press)
2. Designing, or working with freelance designers, to create a range of materials physical and digital.

3. Building communications through social media, networks, media etc
4. Creating and distributing a Newsletter
5. Helping to develop systems and customer care
6. Helping recruit participants on to courses and projects
7. Increasing public awareness of Signals and its work
8. Helping to deliver a donations strategy
9. Improving public relations – create a media list and develop media relationships
10. Helping to manage interns and volunteers as needed.
11. Developing and implementing the communications plan
12. Updating social media sites and developing and implementing the social media plan
13. Collecting and using relevant data
14. Supporting events
15. Monitoring communications strategy efficacy and providing reports and updates
16. Database development and updating
17. Listing courses and events on suitable sites and networks
18. Identification of possible new clients/users,
19. Increasing the diversity of users
20. Increasing the use of the centre and earned income through marketing

**Holidays:**

- In addition to public holidays, the successful candidate will have 25 working days paid leave during each completed leave year, pro-rata.

**Probationary Period:**

- The successful candidate will be employed initially for a probationary period lasting six months. Confirmation of the post is subject to satisfactory references and completion of the probationary period. The Company reserves the right to extend the probationary period.
- During the probationary period employment may be terminated by one week's notice in writing by either party.