



Job Description

Post: Communications Co-ordinator

Reporting to: Policy and Public Affairs Manager

Location: Mallusk (hybrid working)

Hours: 28 hours per week

Duration: Permanent subject to funding (currently annually)

Salary: Commencing at NJC £25,481 Scale 6 point 19 (pro-rata)

Benefits: Flexible/Hybrid working. Training/CPD opportunities available. 5% contributory pension scheme and access to Westfield Health Care. Homeless Connect also offers 25 days annual leave in addition to recognising 12 public/bank holidays.

Job Purpose

To co-ordinate the planning and implementation of Homeless Connect communications activities, raise the profile of our work and position us as the leading voice on homelessness in Northern Ireland.

Key tasks and responsibilities

1. Plan and deliver the organisation's communications activities including the development of key messages, creative assets, and dissemination on appropriate channels.
2. Create content for a variety of mediums (print, website, and social media) including social media content and blogs.
3. Draft press releases for approval and deal with media enquiries.
4. Create social media content including creation and sharing of posts.
5. Co-ordinate website management including uploading of content, proof-reading, and keeping up to date with industry best practices.
6. Oversee the planning and delivery of organisational events.
7. Liaise with corporate sponsors as required.
8. Work with other internal projects/departments and external stakeholders on planning and delivery of communications activities.

- 9. Be a brand champion for and promote a positive perception of the organisation to staff, volunteers and stakeholders.**
- 10. Carry out evaluation and reporting of communications and marketing activities on a regular basis.**
- 11. Liaise with external suppliers such as website agencies and graphic designers.**

General

- 12. Carryout duties in line with the organisation's policy on equality and diversity.**
- 13. Contribute to a positive, supportive, and effective team working environment.**
- 14. Actively participate in supervision, appraisals, work planning and training as required.**
- 15. Undertake any other relevant duties as identified by the Head of Business Services/CEO.**

The duties of the post will be subject to review in accordance with the needs of the organisation.

Person specification

Essential criteria

You must demonstrate the following:

- 1. At least 1 years' experience of working in a busy communications, public relations or marketing role.**
- 2. Evidence of excellent verbal and written communication skills with attention to detail and ability to proofread effectively, e.g., press releases, report writing, or website content.**
- 3. Evidence of ability to work as part of a team.**
- 4. Experience of creating engaging website content, e.g., blogs and/or infographics.**
- 5. Experience of managing social media accounts for business use and creation of compelling social media content.**
- 6. Experience in organising events, including conferences.**
- 7. Experience of using Canva or similar design software.**
- 8. Experience of MS Office packages (Word, Excel, PowerPoint, and Outlook).**
- 9. Flexibility for occasional out of hours work.**

Desirable criteria

- 1. 2 or more years' experience of working in a busy communications, public relations or marketing role.**
- 2. A third level or equivalent qualification in public relations, marketing or other relevant discipline.**
- 3. Experience in organising online events.**
- 4. Full UK driving licence and access to a car.¹**

¹ Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence