

## Communications and Marketing Coordinator

Nottingham Community and Voluntary Service (NCVS) is at the heart of Nottingham's voluntary sector, and prides itself on keeping the voluntary sector connected to issues affecting it.

We are looking for a creative individual who can identify the most important issues for Nottingham's voluntary, community and social enterprise (VCSE) sector. You will be able to recognise opportunities for the sector and produce strong communications which demonstrate how NCVS can help to influence positive change for local communities.

The role involves:

- Driving and coordinating editorial, strategic, creative and operational communications support across all of NCVS's work.
- Looking for the most effective ways to engage our audiences, ensuring communications are both influential and informative for our full range of stakeholders.
- Raising the profile of NCVS, our services and the impact of our work.
- Communicating and promoting the work of Nottingham's VCSE sector and the value of volunteering.

Our ideal candidate will be a skilled and enthusiastic communicator, able to interpret and adapt information for diverse audiences, with proven experience across a range of communication channels. You will have a flair for writing powerful and engaging stories which illustrate the impact of our work. You have strong attention to detail, build relationships quickly, and can work collaboratively with a range of team members to achieve a goal.

You will work across the whole of NCVS to strengthen and integrate our communications and marketing materials, but we don't expect you to achieve everything alone. You will benefit from being part of a small internal team. The role is complemented by a part-time creative content designer who produces most of our design assets (using Canva) and supports the development of social media content. You will also support the Operations Manager, whose priority is the management and development of the NCVS integrated CRM system and website.

**Hours:** Full time, 35 hours per week

**Salary:** £26,945 – £29,945 per annum

**Closing date:** 12 noon on Monday 6 November 2023

**Interview date:** Week commencing 13 November 2023

Download an application pack:

<https://www.nottinghamcvs.co.uk/about-ncvs/vacancies-at-ncvs>

## About NCVS

NCVS is a welcoming, supportive and culturally diverse organisation at the heart of Nottingham's voluntary sector (registered charity no. 1070790). We positively welcome applications from all sections of the communities in which we work.

We expect high standards from our staff, and in return you can enjoy flexible working hours, excellent annual leave entitlement, generous pension, and training and personal development opportunities.

NCVS is a disability confident employer. We are positive about disabled people. We guarantee to interview all disabled applicants who meet the minimum criteria for our vacancies. NCVS is proud to be a Living Wage employer. All our staff receive the Living Wage at a minimum for the work they do.

