

VSNW Communications Officer

Voluntary Sector North West (VSNW) is the regional voluntary sector network for the North West. Our aim is to ensure the voluntary, community and social enterprise sector, in all its diversity, takes its full part in shaping the future of the North West.

As part of this, we now need a Communications Officer to work on the VSNW comms, in particular on the “VCSE Sector influencing the future of the North West” project and projects in Cheshire & Merseyside.

Salary: £32,076 per annum

Working hours: 35 Hours per week (1.0 FTE)

(NJC Points 23-25: £32,076 to £33,945 per annum)

7% pension contribution (with 1% contribution by employee)

25 days holiday plus bank holiday (pro rata)

The role is permanent, pending a 6-month probation review.

To apply for, or to further discuss this role, please email recruitment@vsnw.org.uk, subject “Communications Officer” for the attention of Yen Siang Tan, Operations Manager of VSNW.

Application Deadline: Monday, 9.00am 29th January 2024

Interviews will be held on Thursday, 1st February 2024 in our Manchester Office.

We aim to notify shortlisted candidates by noon 30th January 2024

Working arrangement: Hybrid working (numbers of days per week remote and in an office to be agreed).

Please note application via **application form only**. CV can be used in support of the application form but will not be sufficient on its own. Job details and application form available from our website: <https://www.vsnw.org.uk/jobs>

VSNW Communications Officer

Permanent contract, 35 hours per week.

JOB DESCRIPTION

Main Purpose

To create and maintain inspiring influence and communications for VSNW. The post holder will be supporting the work of the Senior Management Team. In particular, delivering and supporting:

- VSNW's communications (see [VSNW Strategic Plan](#))
- Lottery funded project "Influencing the future of the North West", and
- Communications work of our Cheshire & Merseyside VCFSE Transformation Programme.

Reporting Responsibility

The post holder will report to and be managed by the Chief Executive

Principal Duties

1. Develop and deliver VSNW's communications and marketing strategies to reach, listen to and engage our key audiences.
2. Ensure that VSNW effectively communicates with members and the broader Voluntary Community and Social Enterprise (VCSE) sector. Currently this includes maintaining and creating content for the website (www.vsnw.org.uk), twitter, e-bulletins and other publications/mechanisms.
3. Deliver effective day to day and longer-term communications support for VSNW and VSNW projects and programmes, in particular:
 - a. Our new *Influencing the future of the North West* lottery-funded project
 - b. *Cheshire and Merseyside VCFSE Transformation Programme*
 - c. VSNW Strategic Plan
4. Ensure that VSNW's aims, progress, and outcomes are inclusive, high profile, and visible at regional and national levels, with evidence and case studies.
5. Collect and collate information on project activities as required to enable complete and accurate completion of progress reports to commissioners and sharable content for our audiences.

General

1. To promote and uphold the values of VSNW at all times.
2. To continuously develop and share knowledge within key partnerships and the VSNW team.
3. At all times to take account of equal opportunities considerations when working with the VCSE; paying particular attention to the needs and perspectives of groups and communities who are marginalised or excluded from participation in subregional governance.
4. To be a co-operative and supportive member of the VSNW staff team, ensuring that all members are aware of any issues in the post holder's workload which may impact on other staff or partners
5. To listen to and engage North West VCSE partners to be active members of VSNW.
6. To produce reports for the VSNW Board of Trustees as required.
7. To observe all policies and procedures that are determined by VSNW's Board of Trustees, e.g. Health & Safety, New Technology.
8. To undertake regular supervision with your line manager and to keep her or him informed of significant developments in the progress of work.
9. To undertake such tasks as may be reasonably requested by the Chief Executive of VSNW to further the objects of the organisation in alignment with its values.

Yen Siang Tan
Operations Manager
22 December 2023

VSNW and North West Communications Officer

PERSON SPECIFICATION

* = Essential criteria

Experience in/of:

- *Communications, stakeholder engagement, or a related field.
- *Content production and generation including web pages, social media, and report content.
- *A good understanding of the voluntary, community, and social enterprise (VCSE) sector and its stakeholders.

Skills, knowledge and abilities

- *Creative and innovative content creator and communicator.
- *Highly organised, methodical, and productive.
- *Excellent written skills with the ability to convey complex information in an easy-to-understand manner, with high levels of accuracy and attention to detail.
- Good verbal communication skills
- *Good IT skills in particular Microsoft Packages, Content Management Systems, and social media.
- Ability to work in a team
- *Championing the role of the voluntary, community and social enterprise sector and the work of VSNW.
- Ability to ensure information and data compliance.

Other requirements

- *Commitment to development work that empowers participants and communities.
- *Commitment to working collaboratively with VSNW team members and partners
- *Willingness to travel widely across the North West region.
- *Adherence to VSNW's Equal Opportunities Policy.