



## JOB DESCRIPTION

### Communications and Engagement Officer

Job title	Communications and Engagement Officer
Reporting to	CEO
Location	Flexibility to work remotely, with one day in London office
Hours	3 days per week
Contract	6 months fixed term
Salary range	NJC scale 24 – 28 (£28,672 – £32,234) salary will be pro-rated for 3 days per week

### Charity overview

The Amber Trust provides musical opportunities for blind and partially sighted children, and children with more complex needs, via its Music Awards and Music Services.

Amber Music Awards fund instrumental and singing lessons, the purchase of musical instruments and specialist software and funding for concert tickets, and travel to musical activities for visually impaired children throughout the UK. In addition, there are structured programmes in its Music Services.

'Little Amber' is a service that offers music resources and quarterly sessions with a specially trained music practitioner to children under five and their families. 'AmberPlus' provides music resources and sessions offered on a termly basis to children over five who also have complex needs.' AmberPlus Music Makers' is a programme in schools for groups of visually impaired children with complex needs. 'With Music in Mind' is a new service for visually impaired children and young people with life-limiting neurodegenerative disease.

We have also developed extensive online music resources for teachers that are freely downloadable from anywhere in the world.



The Charity has a turnover of around £300k, employs a small central administrative team, and, for the music services, works through a large network of self-employed practitioners.

### **Role Overview**

The Communications and Engagement Officer will play a pivotal role in supporting the varied and rewarding work that takes place at The Amber Trust. You will be engaging with a wide range of Amber stakeholders including beneficiaries, families, fundraisers, volunteers, supporters, and patrons. This part-time role comprises both creative work and practical admin support, which means you will have great variety day to day. You will need to be able to write engaging content for a variety of audiences, be a strong overall verbal communicator, be well organized and comfortable with multi-tasking.

We are looking for someone who has a genuine interest in music and who will find the opportunity of working closely within our small charity team fulfilling and exciting.

### **Main duties and responsibilities**

You will have strong knowledge and demonstrable experience of communications, marketing and engagement and be able to undertake the following duties and responsibilities:

#### Communications and Content

- Liaise with Amber's stakeholders including beneficiaries and their families, fundraisers and supporters, donors, Patrons and Ambassador
- Liaise and support volunteers
- Manage social media posting and website update and development
- Manage photos and videos for social media content
- Work with CEO to review and edit internal working documents
- Manage the editing, design, and production of promotional literature and materials
- Responsibility for production of annual newsletter
- Managing mail outs for newsletter and other promotional activities

#### Events Administration and Organisation

- Take administrative responsibility, including making hotel bookings and dealing with expenses for performers and volunteers, for organising Amber's fundraising and awareness-raising concerts and events during the autumn to include:
  - The Amber Trust Annual concert on Sunday 26 September
  - The Virtual London Marathon on Sunday 3 October – 5 runners taking part
  - International Wimbledon Music Festival on Saturday 7 December

#### General

- Provide administrative support (e.g. preparing agendas, minute-taking, distributing papers etc)
- Keep up to date on all GDPR updates to support Amber processes
- Management of organisation-wide Microsoft Office 365 suite (OneDrive, Sharepoint etc)



- Set up and manage an internal team collaboration tool
- Input data to Salesforce CRM, ensuring data is up to date and accurate
- Ensure consent forms for all images from children and families are completed and GDPR compliant

### **Additional information**

- The post is subject to a satisfactory basic DBS check.
- Annual leave entitlement is 25 days per annum, plus bank holidays and Christmas closure dates (pro rata).
- If you are eligible, you will be auto-enrolled on Amber's workplace pension scheme and the charity will contribute 3% of your salary to the scheme.

## **PERSON SPECIFICATION**

### **Essential skills and experience**

- Demonstrable relevant experience working in a communications/engagement/marketing role
- Excellent written and verbal communication skills and be able to plan, edit and write content for a variety of platforms
- A strong understanding of Microsoft Office 365 suite
- Social media posting experience
- Experience and/or knowledge of Mailchimp
- Good relationship building skills
- A keen eye for detail to ensure high standards for all Amber Trust outputs
- Excellent time management and organisational skills
- A clear understanding of Safeguarding responsibilities
- Knowledge and appreciation of the principles of GDPR

### **Desirable skills**

- Knowledge of the challenges and opportunities for communications & engagement in a charity environment
- Volunteer liaison experience
- A passion for music
- Experience of working with families with children with visual impairment



- Experience of working with Salesforce as a CRM

#### Personal Qualities

- Skilled communicator - the ability to communicate effectively
- Knowledgeable - a keen interest in music
- Reliable - with an ability to adapt to a small, dynamic team

#### Other

- Flexibility in working hours
- Commitment to equality and diversity, treating people from all backgrounds with respect and dignity

#### Application Process

To apply to the role, please review the role on Indeed and apply through the link [Communications and Engagement Officer - London - Indeed.com](#). If this is not possible please send your CV and covering letter to [beverley@turtonhr.com](mailto:beverley@turtonhr.com).

Please also see our [power point presentation](#) which includes links on each of Amber's activities. You will also find policies and more information throughout our website, which we encourage you to review. If after reading these you still have specific questions, please contact us on [beverley@turtonhr.com](mailto:beverley@turtonhr.com) for an informal discussion.

The closing date for all applications is **8<sup>th</sup> August 2021**, although we may close earlier if enough **suitable candidates come forward**. Initial interviews will take place as soon as enough applications are received.

We particularly welcome applications from people with disabilities.

This role will be subject to a Basic DBS.