



Communications Coordinator

£25,991 - £27,741 per annum (1.75% pay rise pending)
(Starting salary based on skills and experience)

6% pension contribution

37.5 hours

25 days annual leave (plus bank holidays)

Reports to Deputy Charity Coordinator

Overall Job Purpose

Maintaining and developing the charity's traditional, social and digital media presence in order to support charity activities, campaigns and profile. Managing and developing the My Life My Choice (MLMC) website.

The role will help the charity to increase its membership base, grow involvement in projects, deliver campaign messages, promote events, and attract funding.

MLMC's projects have predominantly been run on-line during the COVID-19 pandemic. A gradual return to face-to-face provision started from 1st September 2021. The main projects are...

- **Travel buddy** – a project whereby adults with learning disabilities are paid to support their peers to travel independently using public transport, bicycle, or on foot
- **Power Up** – a team of paid people with learning disabilities are supported to conduct research, campaigns, inspections, consultancy and training for peers and professionals
- **Gig buddies** - volunteers support people to get out & take part in activities they enjoy. A user-led nightclub, a Phone Buddy project and the Computer Buddy project form part of this work
- **12 monthly self-advocacy groups** where members meet their friends, discuss their lives, speak up, and gain new knowledge/skills
- **Champions** who lobby, campaign and act as consultants on local and national committees/forums in order to impact on policy and good practice.



Job Description

Main Responsibilities & Tasks of the role

Communications & Campaigns

- Manage & produce creative, up-to-date content, including photographs, blogs, audio & film for website, campaigns, social media & publicity
- Manage, keep up to date, and develop MLMC website
- To lead development & enhancement of the My Life My Choice (MLMC) image/brand
- Publicise all MLMC projects/events to maximise beneficiary & supporter involvement
- Produce and mail-out monthly newsletters for members and supporters
- Increase MLMC membership and manage database
- To produce materials in accessible Easy Read when necessary
- To produce the charity's Annual Report and next Impact Assessment in partnership with the Charity Coordinator
- To issue press releases, engaging further with newspapers, TV and radio locally and nationally when appropriate
- Develop and maintain partner relationships. Attend meetings, training, events and conferences as required.
- Create publicity material and templates e.g. flyers, brochures and posters
- Organisation and delivery of MLMC events including the Annual General Meeting
- To support charity wide team in delivering MLMC activities, campaigns and events
- With the Charity Coordinator, implement the charity's new legacy fundraising scheme, and explore the development of a new MLMC Digital User Interaction Tool (e.g. App).

Generic

- To undertake any other duties as may from time to time be required
- As part of the staff team, to support project staff and beneficiaries with the different projects as and when required
- Assure the organisation and its mission, programs and services are consistently presented in a strong, positive way to relevant stakeholders.
- Representing the charity with its members at key forums and meetings
- To observe MLMC's Equal Opportunities Policy
- To observe strict confidentiality with regard to MLMC's records and information
- To be responsible for the safe keeping of MLMC's equipment
- To observe MLMC's Health and Safety Policy
- The role may, at times, involve some weekend and evening work.



Person Specification

Experience and skills

Essential

- Commitment to the practice of empowering people with learning disabilities to have choice and control over their lives
- A positive 'can do' attitude
- Website design/development/management skills and highly effective working with social media (e.g. Twitter, Infographics, Facebook, TikTok, YouTube, Vimeo). Some coding knowledge/skills would be of benefit.
- Experience of filming, recording, photography and editing content for website, social media and publicity purposes
- Proven ability to write succinct, intelligent, and creative copy
- Ability to deal with the press (including issuing press releases & pitching to publications)
- Ability to research, design and write publicity material
- Flexible and adaptable to different areas of work at short notice
- Willingness to follow instruction, learn and to work to objectives
- Ability to connect and network with a wide range of people through a broad variety of communication methods
- Advanced IT Skills including MS Office
- Ability to work well under pressure, achieve targets and meet deadlines.

Desirable

- Experience of marketing, fundraising and PR
- Competent driver with UK driving licence and access to own car
- Degree level qualification in marketing, PR, fundraising and/or digital media.

Key responsibilities applicable to all staff

Training and development

To undertake training and development activities as agreed with the Charity Coordinator for personal development related to the post, if necessary.

Health & Safety

Ensure that all work is undertaken in accordance with safety legislation rules and regulations. To follow procedures and be aware of matters that relate to the duties of the post.

Use of Resources

Ensure value for money and best use of resources in all activities related to the post.

Comply with My Life My Choice's values:

- All projects are led by people with learning disabilities
- We value and use people's skills and then achieve great things with exciting projects
- We encourage and empower people with learning disabilities to achieve the best they can
- We work with communities in Oxfordshire to get real change for people with learning disabilities
- People with learning disabilities make decisions in the group or community
- We campaign for positive change
- We involve people in activities and roles, so they can further develop their skills and confidence
- We involve people in seeing the way forward and the changes needed to get there
- Our staff are expected to be passionate about, and proud of their role. Team working is fundamental to our standards, by assisting others and taking on additional responsibilities / tasks if necessary. We are also results driven, pro-active, committed and self-motivated to achieving targets, embracing accountability for our own actions.

This is a summary of the main terms and conditions

Job Title

Communications Coordinator

Location

This post is based at Watlington House, Watlington Road, Cowley, Oxford, OX4 6NF.

Salary

The full grade for this post is NJC Scale 20-23 and the salary is £25,991 - £27,741 per annum. Salaries are reviewed annually as at 1st April.

Hours of work

You will normally be expected to work 7.5 hours per day, for 5 days a week but alternative arrangements may be negotiated prior to contract offer.

Benefits

- **Pension** - You will be enrolled in the MLMC's staff pension scheme and MLMC will contribute equivalent to 6% of your earnings
- **Holidays** - Holiday entitlement for this post is 25 days per annum (plus bank holidays) pro rata; additional leave entitlement after 2, 5, and 10 years' service. Dependent upon performance, staff may receive 2 days special leave over the Christmas period
- **Flexible working, working from home & Time off in Lieu (TOIL)** - There is an ability to work flexible hours, take TOIL and home working is considered (outside of COVID-19 pandemic context)
- **Employee Assistance Scheme** – Health & wellbeing counselling, information and advice service for employees. Including face-to-face as well as telephone service
- **Life Assurance** – Up to four times annual salary paid upon employee death in service
- **Additional** – Weekly fruit basket, £100 pa towards a health and wellbeing activity, and cycle to work scheme (save up to 40% on cost of new bike)
- **Staff parking** – Free of charge, dedicated parking spaces available although we encourage staff to walk, cycle, and/or use public transport.

Information for Candidates

Interview and Selection

A panel including members from the MLMC board of trustees will carry out interviews.

References

If offered the position, one of the 2 references must be from your current or most recent employer and the referee should be either your line manager or the personnel department.

Disclosure and Barring Service (DBS)

The post involves working with vulnerable people and My Life My Choice will seek clearance from the Disclosure and Barring Service (DBS) prior to your starting.

Probationary Period

All new appointments are subject to a probationary period of 6 months.

Right to work in the UK

It is offence to knowingly employ anyone who does not have the right to work in the UK. If, after interview, you are offered this job you will need to prove your right to work in the UK.