

Job Description: Communications Officer

Globe Community Project (GCP)'s Communications Officer is responsible for proactively raising awareness of our work, services and impact in the local community, in line with our communications strategy, to which they will contribute.

The Communications Officer is managed by the Programmes & Operations Manager, and will receive regular support, guidance and contact. The Communications Officer will also develop relationships with other stakeholders including project staff, trustees and wider networks as required.

This is a flexible, remote-working role.

Responsibilities

- Increase the reach, breadth and effectiveness of GCP's website and social media platforms, interacting and developing relationships with existing and potential supporters, local partners, community groups and other NGOS, and expanding our reach beyond existing circles.
- Create flyers, posters and online content as required, and update the GCP website and social media accounts regularly.
- Compile and circulate quarterly newsletters to GCP mailing list, with support from the Programmes & Operations Manager.
- Support GCP celebration and fundraising events.
- Maintain, develop and increase the GCP supporter base.
- Maintain and build networks and contacts with local community groups and organisations, including the London Buddhist Centre.
- Contribute to the ongoing development of GCP's communications strategy.
- Contribute to the overall development of GCP's projects and strategy.
- Work to agreed growth targets for social media reach and engagement, website hits and engagement, and newsletters.

Skills and qualities

- Competent communicator on Instagram, Twitter and Facebook, able to use or learn to use Canva, and able to manage simple website content management systems.
- Enjoys creating content and interacting online.
- Friendly and outgoing.
- Proactive.