

**EveryYouth – Communications Coordinator**

<b>Job Title</b>	Communications Coordinator
<b>Salary &amp; Grade</b>	£23,400 / £25,643 dependent on location
<b>Hours</b>	Full-time, 37.5 per week.
<b>Contract</b>	Fixed-term contract May 2024 – December 2025.
<b>Location</b>	Remote – must be able to travel into London once a month for team meetings. Extra travel may be required occasionally.
<b>Team</b>	Fundraising and Communications

**Key Tasks**

<b>Content creation and management</b>	<ul style="list-style-type: none"> <li>• Helps set up EveryYouth’s Youth Voices (working title) Project, a programme where young people supported by EveryYouth creatively share their thoughts and experiences.</li> <li>• Collates Shining Stories from young people supported by EveryYouth to showcase who young people are and how support has impacted them.</li> <li>• Works with the team to plan and create original social media content that delivers EveryYouth’s strategic aims.</li> <li>• Writes engaging social media copy in EveryYouth’s tone of voice that represents the views of the charity.</li> <li>• Devise proactive social media content and tactics that promote the representation of young people and engage EveryYouth’s audience.</li> <li>• Measure and evaluate EveryYouth’s social media activity to accurately report to the Board.</li> </ul>
<b>Website management</b>	<ul style="list-style-type: none"> <li>• Uses Wordpress to make edits and upload content to the EveryYouth website.</li> <li>• Works with staff across the EveryYouth Network to create new and engaging blog posts for the EveryYouth website.</li> </ul>
<b>Newsletter</b>	<ul style="list-style-type: none"> <li>• Works with the Communications Officer to deliver engaging and relevant content for EveryYouth’s newsletter subscribers</li> <li>• Helps to increase newsletter subscribership through targeted outreach, engagement strategies, and content optimisation.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for upholding our Safeguarding and GDPR Policies when interacting with young people and managing sensitive information.</li> <li>• Treats young people with the highest level of professionalism.</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>• Supports on the delivery of EveryYouth’s events programme.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Uses EveryYouth’s CRM (Salesforce) to accurately record day to day work.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Helps develop and review processes for EveryYouth’s Youth Voices Project.</li> <li>• Has responsibility for EveryYouth’s bank of Shining Stories and consent records.</li> </ul>
<b>Team Working</b>	<ul style="list-style-type: none"> <li>• Work with staff across EveryYouth’s Network to deliver ad-hoc communications support.</li> <li>• Builds relationships with EveryYouth’s Network to deliver engaging and powerful content through the Youth Voices programme.</li> <li>• Recognises the contribution this role can make to EveryYouth’s developing team culture.</li> <li>• Works comfortably across different teams to develop EveryYouth’s organisational culture.</li> </ul>

**Person Specification**

<b>Essential Experience, Skills, Knowledge and Attitude</b>
<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent design and video editing skills.</li> <li>• Excellent attention to detail.</li> <li>• Pro-active and positive, with a creative approach to problem solving.</li> <li>• Highly organised with the ability to manage conflicting demands.</li> <li>• A strong commitment to EveryYouth’s mission, vision and values with a passion for making a significant and strategic difference to the lives of disadvantaged young people in the UK.</li> <li>• A desire to shape the future culture of an organisation.</li> </ul>

**Equal Opportunities**

All employees have a legal and moral responsibility to ensure that the workplace is free from discrimination, harassment, and bullying.

We particularly welcome job applications from people with lived experience of homelessness or adverse childhood experiences.