# Communications and Content Coordinator

**Reports to: Development Manager**

**Contract Type: until 30/06/2024**

**Hours: 2 days/ 15 hours pw**

**Salary: £23,000 pro-rata**

**Based: North East, working from home**

[www.differencenortheast.org.uk](http://www.differencenortheast.org.uk)

Difference North East is an award-winning charity that campaigns to make our region a fairer, more equal place for Disabled people. Our small team of dedicated activists challenge ableism, fight to protect human rights, and promote equality.

As a Disabled persons run organisation, we promote and support applications from Disabled people.

Thanks to funding from the National Lottery, we have a 3-year strategy to deliver change in our region. Communications and Digital Content are at the heart of this work, and we are looking for someone who can deliver engaging, impactful, and accessible content to support all of our activities.

In return we can offer a unique role in our region, flexible working, and development opportunities.

# **Role Description**

You will be joining a small, collaborative team of Disabled campaigners. You will share our core values and our commitment to equality, diversity, and inclusion by removing discrimination and other barriers that disable people and restrict their participation in society. You will produce engaging content that communicates our work across different streams, to diverse stakeholders. You will be joining Difference at a key time, as we build relationships and processes that help drive our work to make positive change for Disabled people.

**To Apply**

We want to get to know you – your skills, experience, interests, and ambitions.

We would like you to send us a personal profile. This can take any form – be as creative you like.

For example, you might consider sending us one of the following;

* a newsletter about yourself, your skills and your experience
* a video or audio file
* a presentation
* a CV and cover letter

Whatever format you choose, make sure it tells us about you and why you’re a strong candidate for our vacancy. You can use the list of Key Responsibilities and Person Specification to help you do this.

**If this sounds like the job for you, please send your application to Nic at nic@differencenortheast.org.uk**

**Application deadline: Monday April 10th**

**Interviews: Friday 21st April**

**Start date: Tuesday 16th May (or ASAP)**

## Disabled Applicants

We are determined to ensure that our recruitment process is as fair and inclusive as it can be. If any part of the process presents a barrier for you then please let us know so that we can discuss alternative arrangements with you.

We are committed to considering any reasonable adjustments that you may need during the recruitment process. Please complete the attached ‘Interview Adjustments form and return with your application. We also offer reasonable adjustments at work.

If you want to discuss anything about your application, please contact Nic Cook, nic@differencenortheast.org.uk or by phone on 07944 385409.

Interviews are scheduled to take place from online via Zoom, with slots throughout the working day and early/late slots available.

# Communications and Content Coordinator

# Key Responsibilities

You will provide a range of support for training, events, projects, and communications, including:

* Creation of impactful, accessible and professional documents, presentations, web content and social media posts, videos and newsletters.
* Creation and implementation of a Communications Plan.
* Monitoring social media to keep well-informed of current issues and trends.
* Helping to disseminate research findings to promote awareness and best practice.
* Responding to visitor or member enquiries.
* Administration of training and events, including liaising with venues, speakers and attendees, event publicity and bookings.
* Organisation of the charity’s files and records, in accordance with our Privacy Policy and General Data Protection Regulations.
* Project support, including document preparation, meeting arrangements and preparation of agendas and minutes.
* Supporting the development o training resources.

## Person Specification

In line with our values, we are willing to be open and flexible about your experience and background.

You will need to demonstrate

* An ability to present information in a creative and impactful way using a range of digital applications and platforms.
* An awareness of accessible communication barriers and tools.
* A commitment to principles of diversity, inclusion and intersectionality.
* Strong planning and organising skills
* Good attention to detail
* Some experience in organising meetings or events

It would be very helpful if you

* Have lived experience of disability.
* Have additional communication skills, e.g., BSL,
* Have additional creative and/or technical skills, e.g. video/sound editing.