

Pinpoint Cambridgeshire is a Registered Charity, No: 1156920

Job Description: Communications Officer Pinpoint Cambridgeshire

Hours: 22.5 hours per week fixed-term until 31 March 2019.

Salary: £11.32 per hour

Responsible to: Pinpoint Chief Executive Officer (CEO)

Overview: To manage and deliver agreed contracts and programmes of activity ensuring good and ethical parent participation practice at all times. To lead, advise and co-ordinate all communications and marketing activity for Pinpoint.

Key responsibilities:

- Engage in the delivery of the Cambridgeshire County Council Contract, DfE Contract and any other contracts as directed by the CEO, includes writing regular case studies.
- Assist the CEO in the planning and delivery of the communications strategy.
- Manage and update the Pinpoint website using WordPress Content Management System.
- Manage and develop Pinpoint's Facebook and Twitter presence.
- Produce a monthly newsletter using an online marketing tool.
- Produce Pinpoint's annual report with content input from Trustees and CEO.
- Produce surveys and polls using online tools e.g. SurveyMonkey.
- Manage the communications mailboxes.
- Contribute to performance reports regarding the website and social media.
- Build and maintain Pinpoint's image library.
- Draft copy for external publications in print and online.
- Contribute to planning and promotion of annual conference.
- Carry out any other duties in agreement with the CEO and commensurate with the role.

Pinpoint Cambridgeshire is a Registered Charity, No: 1156920

Other

- The hours of work are 22.5 per week over 40 weeks per year and may be worked flexibly but some degree of structure will be required. The exact hours of work will be agreed with the Chief Executive Officer and Trustee board. No overtime payments will be made.
- The position will be based in St. Ives, Cambridgeshire.
- The post-holder will need occasionally need to travel around Cambridgeshire in order to fulfil the duties effectively.