



## **Information and Communications Officer: Job description**

- Job Title:** Information and Communications Officer.
- Responsible to:** LCCT Manager
- Location:** LCCT Office, Bennett Road, Headingley (may include some home working).
- Hours of work:** 16 hours per week
- Salary:** NJC pt 18. £25,419 (pro rata to 16 hrs)
- Terms:** Permanent subject to funding (Six month probationary period included).

### **LCCT background:**

Leeds Christian Community Trust acts as a Hub Charity, providing infrastructure and governance support to grass roots initiatives and more established projects. LCCT projects benefit from pooled insurance, accountancy functions, policies, HR and development support.

**Job Purpose:** We are looking for an individual who has the knowledge, experience, and vision to help shape the development of information and communications technology across LCCT.

This role will contribute significantly to the sustainable development and growth of LCCT through the delivery of LCCT's internal and external communications. The officer will help introduce digital tools to the organisation helping to develop and streamline operations, data management and processing, and monitoring and evaluation.

### **Main responsibilities**

In conjunction with the rest of the LCCT core team, Trustees, and others, the LCCT Information and Communications Officer will:

1. Develop digital tools and IT infrastructure to streamline operations and project management.
2. Ensure all team administrative functions are processed accurately and effectively.
3. Maintain up to date contacts databases and ensure effective dissemination of knowledge and information.
4. Develop a digital approach to engaging with stakeholders.



5. Manage internal communications to/between LCCT projects.
6. Obtain and publish website content including adverts, articles and blog posts.
7. Publish weekly e-bulletin.
8. Liaise with external web developers/hosts.
9. Produce reports including analytics to inform strategy.
10. Manage social media channels, creating and scheduling multimedia content and identifying ways to drive engagement, and keep ahead of developing trends in social media.

The post holder may also be required to undertake other duties as discussed and agreed with the Manager and in line with the post. You will be expected to abide by the policies and procedures of LCCT at all times. The post holder must be in sympathy with the Christian ethos of LCCT.

**Working pattern:**

A mixture of home/office working to suit the post holder’s other commitments and the needs of the charity.

**Person Specification**

**Experience**

1.1	Experience in using multiple software packages	E
1.2	Experience of using Content Management Systems or other complex packages/databases	E
1.3	Experience of managing and creating content on a website	E
1.4	Experience of producing well-written copy for website, newsletters, publications and awareness raising materials	E
1.5	Experience of developing new digital ways of working	D
1.6	At least one year’s experience working within communications, data management, or a similar discipline	E
1.7	Experience in using social media in promotion and building relationships and audiences	E
1.8	Experience of building good relationships with a wide range of people	D
1.9	Experience of managing, processing, and analysing data	E
1.10	Experience of working with major donors	D

**Knowledge and Understanding**

2.1	Up-to-date knowledge of online communications	E
-----	---	---



2.2	Knowledge of effective marketing and promotion methods	D
2.3	Up-to-date Knowledge of digital project management tools	E
2.4	Up-to date-Knowledge of digital fundraising platforms	D
2.5	Knowledge of Leeds, including faith, voluntary and statutory sectors	D
2.6	Knowledge of General Data Protection Regulation	D

**Skills and abilities**

3.1	High standard of written and spoken English	E
3.2	Ability to convey complex information in a concise, compelling, and straightforward way	E
3.3	Ability to work in an organised way and complete tasks within deadlines	E
3.4	Good attention to detail and high level of accuracy in work	E
3.5	Ability to work on own initiative	E
3.6	Ability to think and work strategically	E
3.7	Ability to work effectively and responsively in a small team	E
3.8	Ability to work with others in an inclusive and affirming way	E
3.9	Ability to design and create visually effective newsletters and other publications	E

**Personal Qualities**

4.1	Natural communicator, articulate and able to enthuse others	E
4.2	Networker, with an ability to build relationships with a broad range of stakeholders	E
4.3	Highly motivated with a can-do attitude	E
4.4	Enthusiasm for the vision and aims of LCCT	E
4.5	Commitment to values and ethos of LCCT	E