

JOB DESCRIPTION

TITLE: **Community Led Engagement Outcomes
Administration and Marketing Support**

SALARY: £24,000 FTE 0.4 per week

CONTRACT PERIOD: To 01.06.2028 SUBJECT TO CONTINUED FUNDING

HOURS OF WORK 37.5 per week (pro rata 15 hours)

REPORTS TO **CLEO INFRASTRUCTURE AND PROJECT LEAD**

ROLE SUMMARY: This is an exciting opportunity to join a dynamic and vibrant charity which supports the community. The CLEO project is being funded by the National Lottery Reaching Communities Fund for 3 years. We are looking for Administration and Marketing Support. They will design all marketing and communication aligned to the project. Help groups design and deliver logos. Provide marketing and events materials, establish social media for the groups including Facebook pages and help them design the content, etc. This post will provide administration support to the Infrastructure and Project Lead and the Evaluation, Infrastructure and Network Support Officer. They will report directly to the Infrastructure and Project Lead.

PLACE OF WORK: The principal place of work will be Ashfield Voluntary Action

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

1. To create content for social media, press releases and AVA's website.
2. To liaise with external media and communications of external organisations
3. To keep a full suite of where CLEO is in the media and maintain a file for the National Lottery
4. To work with Resident Action Groups and community Champions to set up Facebook pages.
5. Train the Community Champions in how to use their Facebook page and social media of their choice.
6. To design leaflets, posters, newsletters as required
7. To write and keep comprehensive details of work undertaken and share with the Evaluation, Infrastructure and support Officer for capture on the Gantt Char

8. Keep the Infrastructure and Project Lead fully informed of your work
9. Where required, to attend Community Champion Network and events to capture evidence for reports and marketing.
10. To provide Administration Support to the Infrastructure Project Lead.
11. To be the receptionist for CLEO, meeting and greeting, taking calls and messages.
12. Booking rooms as and when required.
13. To attend supervisions and appraisals
14. To attend AVA team meetings where required
15. To adhere to all AVA's policies and procedures, including health and safety, HR, GDPR and EDI
16. To undertake a DBS check and required training
17. To be willing to attend events and meetings outside of normal working hours as necessary
18. To liaise with AVA's volunteer coordinator to recruit volunteers as Community Champions from each of the wards

GENERAL TASKS

Health & Safety

- To take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her activities and where appropriate safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provisions of Health and Safety legislation.

Equal Opportunities

At Ashfield Voluntary Action, we are dedicated to fostering an inclusive environment where individuals of all backgrounds, identities, and abilities feel valued, respected, and empowered to contribute their best work.

In **addition**, the Post holder will be required to:

- Preserve confidentiality and be aware AVA's compliance with GDPR
- To assist the organisation to achieve its goals, all staff are expected to work co-operatively, contributing to the performance of other appropriate functions.
- To undertake training and development as agreed with line manager.
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of the responsibilities of the post.

Person Specification Administration & Marketing	Essential	Desirable
Experience of:		
Developing social media and website content	✓	
Developing press releases and newsletters	✓	
Covering events to fully capture the detail in pictures	✓	
Designing posters, events leaflets and logos to an external customer's requirements	✓	
Liaising with media	✓	
Using a variety of IT including Microsoft and AI	✓	
Providing Administration Support	✓	
Knowledge		
How to engage with a wide variety of audiences	✓	
How to write effective media content	✓	
How to assist in running an effective administration for a project	✓	
Knowledge of local media connections		✓
How to teach others basic marketing techniques		✓
Skills		
High level competency in designing marketing products	✓	
High level marketing via social media	✓	
Ability to design and recommend for a wide customer base of varying skills	✓	
Proficient in office administration	✓	
Qualities		
Proactive	✓	
Efficient	✓	
Detail focussed	✓	
Listening Skills	✓	
Able to work to deadlines	✓	
Other		
Ability to travel across 6 wards in Kirkby, Sutton and Huthwaite	✓	

Application is by way of CV tailored to the person specification and a supporting statement. If AI is used to produce these documents, it must be clearly stated. Failure to do so may lead to a review of any appointment.

This post is subject to DBS check

Closing Date: 01 July 2025

Return to: u.key@ashfieldvoluntaryaction.org.uk with 'CLEO Recruitment AM' in the subject line.

In case of a query please contact:

**Ashfield Voluntary Action, Ashfield Health and Well-Being Centre, Portland Street.
Kirkby in Ashfield, Notts. NG17 7AE Tel: 01623 555551**