



CAREER STARTER PROGRAMME

Employer – HoodEx

Vacancy – Marketing and Development Officer

Working pattern and contracted hours – 10 hpw (3 days per week)

Number of vacancies - 1

This first staff role is effectively to be the marketing and PR person, developing our reputation and profile in the community, including opening up opportunities for support and partnership and promoting events. It's a great opportunity to make a big difference and play a significant part in the development of a much-needed charity, which aims to turn round young people at risk of offending or reoffending.

To be a key team member in a small but ambitious and growing organisation doing amazing and much needed work. To help ensure the Charity fulfils its operational and fundraising plan effectively.

This is a fantastic opportunity to help develop an exciting and ambitious charity as its first paid employee, utilising your own experience, transferable skills, drive and ambition.

- To take responsibility for the marketing and PR of the charity supported by the CEO and Chair of Trustees
- To work with the CEO and admin and fundraising officer to develop market the charity and its services and supporting challenge and community fundraising
- To ensure good record keeping and administration across the Charity, including our CRM database, and to ensure accurate and accessible systems, including on our SharePoint system
- To lead our marketing and profiling, including website and social media, email etc
- To help connect with the business community, developing and fostering corporate relationships
- To support the admin and fundraising officer as needed

Essential skills, experience and qualifications

- Personable and likeable, proactive
- Passionate about helping young people to turn their lives round
- Reliable and Organised, people and things
- Great attention to detail
- Can do person, makes things happen
- Great work ethic, gets things done
- Flexible and adaptable, creative and dynamic
- Good IT skills
- Good Excel and Word, PP skills
- Excellent communication skills verbally and in writing/online
- Presents well and engages people