



Communications Officer

Shrewsbury Food Hub is a small charity from a small town making a big impact. Since April 2016, we have collected over 214 tonnes of good surplus food from supermarkets, manufacturers and farms and shared it with local charities and community groups saving them money so they can do more.

Please visit our website to understand our journey so far!

[Shrewsbury Food Hub | Reduce Food Waste, Save the Environment](#)

Having recently secured funding from the national lottery. We are looking for an experienced and highly motivated Communications Officer to join our small but busy team on a part-time basis. The charity is in a period of growth, so we are looking for someone who is happy to come on board in a particularly busy time, be innovative and forward thinking and contribute positively to our onward journey.

Terms

Hours: 15 hours per week, worked flexibly.

Salary: £24,297.00 per annum pro rata.

The opportunity is offered in the first instance on a fixed term contract until March 31st 2025 but with the expectation to be renewed on a rolling 12 month basis dependent on funding

Role

As Communications Officer you will be responsible for managing all of our current communications as well as inspiring both new and existing supporters of the Food Hub. This includes both our internal and external audiences.

You will be naturally inquisitive and inspired by our vision. You will relish the challenge of understanding the impact that the Food Hub makes locally, and develop and deliver our key messages and raise awareness.

Responsibilities

- Create high quality and engaging content across various channels (blogs, social media posts, website landing pages, marketing materials, newsletters and reports)
- Support our small fundraising team by creating informative and innovative content to support fundraising campaigns.
- Manage and update the charities website ensuring the content is current and accurate.
- Manage incoming emails and social media alerts/enquiries from the website and respond to volunteer applications.



- You will support a small team of volunteers who actively work on fundraising and communications functions.
- Proactively identifying marketing and networking opportunities and manage all elements of PR. You will be naturally at ease from making announcements on the local radio to presenting at our year end AGM!
- Manage the production of promotional materials and creating campaigns
- Supporting at fundraising events, occasional weekend working will be expected due to the nature of the charity, therefore a degree of flexibility is required.

Experience

- Relevant experience in supporting and implementing an effective communications strategy.
- Ability to produce good quality marketing and communications materials.
- Good knowledge of multi-channel communications.
- Previous experience of working within a charity and/or with volunteers would be beneficial.
- Experience of working in a busy environment with the ability to work to deadlines.

Skills and knowledge

- Excellent communication skills both written and verbal.
- Good working knowledge of Microsoft office.
- Experience of using Canva, Mailchimp or similar tool and WordPress.
- A capable organiser, proactive and able to work unsupervised.
- Being able to work as a part of a small team in a supportive manner.
- Have a good understanding of the environment and/or food related issues.

To apply for this position, please submit your CV along with a covering letter outlining your relevant experience and why you are interested in joining Shrewsbury Food Hub and why you would be a perfect fit for our team.

Applications should be sent to tammy@shrewsburyfoodhub.org.uk as soon as possible.

Closing date 25th October 2024 – Please note we may close the advert sooner if sufficient applications are received.