



## Good Vibrations job description

### Admin and Comms Co-ordinator

**Reports to:** Operations Manager

**Location:** Working from home, able to meet regularly with line manager, who is based in Oxford

**Contract:** 0.5 FTE, on one-year contract initially

**Salary:** £21,000 - £24,000 (pro-rated salary £10,500 – £12,000)

The Admin and Comms Co-ordinator will provide administrative, marketing and communications support for all Good Vibrations' programmes and services.

### Main responsibilities

1. Distributing certificates, CDs and accreditation workbooks to partner organisations, individuals, associates and staff.
2. Preparing monitoring and evaluation paperwork for projects and getting it printed and distributed to team members.
3. Distributing organisational communication materials, e.g. annual reports and research.
4. Designing flyers and marketing materials for projects and events, getting them printed and distributing them.
5. Representing Good Vibrations at networking events, meetings with stakeholders, and project play-throughs (concerts), and reporting on them as required.
6. Researching and adding participant progression and support opportunities to the database, and keeping it up to date.
7. Minute taking and writing up notes and recordings from meetings and events.
8. Keeping the website fresh and up to date with photos, quotes, clips, stats, and creating regular posts about Good Vibrations projects for it.
9. Optimising Good Vibrations' use of social media, growing followers, regularly sharing engaging posts.
10. Creating and sharing short, engaging films and clips about our work and impact.
11. Supporting with other organisational development activities as and when required.
12. Encouraging people to sign up as Friends of Good Vibrations, and co-ordinating occasional small individual giving campaigns.
13. Applying for awards for Good Vibrations and co-ordinating partners to submit music made on our projects for Koestler Awards.
14. Carrying out general housekeeping to keep the charity's shared drive uncluttered, easy to use and in line with the GDPR.
15. Carrying out data cleansing to keep the CRM up to date, populating old entries with full contact details, and boosting numbers of active stakeholders on it.
16. Inviting new stakeholders, and existing contacts to subscribe to our newsletters.

### Additional information

This role has a degree of flexibility, as we are a national organisation, and the post-holder will be working from home, and can split the 0.5 FTE hours as they wish (within reason).



We will require the post-holder to live close enough to Oxford to regularly meet in person with their line manager who is based there. And the role will involve occasional additional travel where overnight stays away from home and/or long days will be required.

We will also expect the post-holder to adhere to our organisational policies and procedures, and to have/undergo an Enhanced Disclosure and Barring Service Check, which we can arrange.

### Person specification

<b>Essential</b>
<ul style="list-style-type: none"><li>• Commitment to Good Vibrations' vision, mission and values</li><li>• Ability to communicate effectively with a wide range of people, both verbally and in written formats</li><li>• At least one year of experience in an administration role</li><li>• At least one year of experience in a marketing and communications role</li><li>• Ability to understand varied audiences and make creative, engaging and relevant content</li><li>• Strong organisational and time management skills – ability to work independently, to deadlines and targets</li><li>• Ability to work and contribute effectively in a team</li><li>• Excellent IT skills – including word processing, spreadsheets, databases, email and web</li><li>• Commitment to continued professional development</li><li>• Experience of producing marketing materials using graphic design software such as In Design, Canva, or Publisher</li><li>• Experienced social media user – on platforms such as Twitter, Facebook, Instagram, YouTube, SoundCloud, and linkedIn</li></ul>
<b>Desirable</b>
<ul style="list-style-type: none"><li>• Experience working on charity marketing and communications</li><li>• Experience of working with Wordpress websites</li><li>• Experience of working in charity or community engagement projects</li><li>• Knowledge/experience of working with community music projects</li><li>• Post-holder to live close enough to Oxford to regularly meet in person with their line manager who is based there.</li></ul>