

## Job Description

### Wildfire Communications Lead

<b>Hours</b>	8 hours a week
<b>Salary</b>	£5,336.50 pro rata (FTE £24,682, for a 37 hour working week)
<b>Contract</b>	Initial 12 month fixed term contract
<b>Holidays</b>	Equivalent of 25 days plus bank holidays pro rata
<b>Place of work</b>	St Mary's Chapel, Kings Worthy (or can work remotely)
<b>Responsible to</b>	Wildfire's Director

#### Main Purpose of Post

To support and administrate the delivery of Wildfire's vision to help create safe spaces for young people to encounter God's love in a way that transforms their lives and equips them to reach their potential.

To help communicate Wildfire's vision and projects to youth, parents, partners and supporters in clear and creative ways.

To work closely with Wildfire's Director and team, giving administrative support for both Wildfire's projects as well as Wildfire's core administration.

#### Key Tasks

##### Social Media and Website

- To post weekly on Wildfire's social media platforms (Facebook, Instagram and Tik Tok), using Wildfire's Canva templates and branding, as well as photos from the team.
- To regularly update Wildfire's website using Wix website builder.

##### Communication

- To create a regular e-newsletter using Mailchimp and articles written by the team.
- To ensure all contact details of parents, supporters and partners are captured and added to mailing lists.
- To send out info to various audiences as and when the team requests.
- To oversee the [hello@wildfireyouthproject.com](mailto:hello@wildfireyouthproject.com) email and forward relevant information to the team.
- To help create material that effectively illustrates Wildfire's vision in a creative way.

##### Events admin

- To administrate the bookings for Wildfire events. Creating registers and compiling consent form information.
- To create advertising material for various events and projects using Wildfire’s Canva templates.
- To capture feedback and create evaluations for groups and activities.
- To create badges for the team and help create professional Wildfire materials
- and ensure all relevant DBS checks for volunteers are carried out and stored securely.

**General**

- To support Wildfire’s Safeguarding lead and Deputy as an ID verifier for DBS checks.
- To comply with Wildfire’s GDPR policy and work professionally with sensitive data.
- To support Wildfire’s Director with core administration.

**Wildfire Communications Lead – Person Specification**

This role carries a Genuine Occupational Requirement on grounds of religion and belief and is subject to a satisfactory basic DBS check.

Experience	Essential	Desirable
Active demonstrable Christian faith with a passion to support young people’s spiritual growth.	√	
Experience of an admin and/or communications role		√

Skills	Essential	Desirable
Ability to communicate well both in person and online.	√	
Ability to work as part of a small team and be flexible.	√	
Confidence to use your own initiative.		√
Creative thinker, able to implement ideas and try out new ways of working.		√
Confidence in using office software, social media platforms, website builders, Canva, and cloud-based apps.	√	
Good organisational skills and attention to detail.	√	
Professional conduct when handling sensitive data.	√	



<b>Special Factors</b>	<b>Essential</b>	<b>Desirable</b>
Use of own laptop.	√	
Ability to work flexible hours.		√
Basic DBS Check	√	
Willingness to embrace feedback	√	