



37 Kingsmills Road  
Wrexham  
LL13 8NH

01978 262588  
www.tcc-wales.org.uk  
office@tcc-wales.org.uk

## Job Description

### Income Generation and Communications Officer - Full time

**Contract:** One year, fixed-term in the first instance, with the possibility of renewal subject to funding and organisational requirements.

**Salary:** £27,202 pro-rata

- Salary points given according to the JNC youth and community worker scale, starting at point 15 (currently £27,202).
- Employees can progress one point along the pay scale each year, subject to annual appraisals, up to a maximum of point 20 (currently £31,152).

**Hours:** 30 - 37 hours per week (pro-rata if under 37 hours a week). We will consider flexible working requirements (30 hours, job shares or compressed hours).

**Location:** We operate a hybrid working system with remote working, dependent on organisational requirements. With occasional travel across Wrexham, Flintshire and Denbighshire and some evening/weekend work. TCC has an office in Wrexham and a co-working space in Rhyl. There is an expectation you would usually work at TCC's office in Wrexham on Mondays.

#### Benefits include:

- 10% of annual salary employer contribution to pension scheme.
- 23 days annual leave plus bank holidays pro-rata (increasing one day per year of service up to a maximum of 30 days plus bank holidays).
- Use of laptop and phone for work to allow for some home/remote working.
- Training and development opportunities (local, regional, and national).
- Travel expenses paid at 45p a mile.
- Access to online employee assistance programme and coaching sessions.
- A chance to be part of the longest established community organising group in the UK.
- Ability to create real change in local communities.
- Opportunity to shape the organisation and bring in own ideas.

**Will receive support and supervision from:** Operational success lead

**Line management responsibility:** None

**Closing date for applications:** Midday on Tuesday 31<sup>st</sup> May 2022.

**Interview date:** Friday 10th June 2022.

We are requesting for the successful applicant to attend a face-to-face half-day training on Saturday 6<sup>th</sup> August in Flintshire. The training will cover who TCC is and an introduction to community organising at TCC.



TCCWales

Charity no/rhif elusen: 1086434  
Company no/rhif cwmni: 04033853



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**To apply:** Email an application form with your CV to Sue Williams: [office@tcc-wales.org.uk](mailto:office@tcc-wales.org.uk). CVs should include clear details of qualifications held and past work experience. Confirmation of receipt of application will be sent within two working days.

TCC is an equal opportunities employer and welcomes applications from all suitably qualified individuals, regardless of race, gender, disability, religion/belief, sexual orientation, or age.

### Organisation background

For a confidential discussion, please contact 01978 262588 to speak to Sue Williams.

### **Background and purpose of the job**

TCC is the longest established community organising group in the UK, and tackles social injustice by supporting diverse communities to gain the power they need to enact change. We do this through community organising: bringing together local groups and supporting them to set their own agenda, take action, and improve their communities. Our members include different faith groups, community organisations, and schools from across Wrexham, Flintshire, and Denbighshire. Any of our members can raise an issue for TCC to work on, meaning we are a truly democratic, grassroots-led organisation.

TCC believes that a greater diversity of views, skills, and lived experience will help generate better ideas, and will lead to better decision making. We want to encourage applicants with a diverse range of backgrounds to apply.

The successful candidate will join a team of four other members of staff, based out of Wrexham and our flexible base in Rhyl. We operate a distributed leadership model. The role will be supported by the operational success lead, but you will be expected to be able to think strategically and work independently. There will be a 6-month probation review.

As part of a small team, the person in this role will be required to be involved with all aspects of running a small organisation, including attending meetings, report writing, administration and engagement with Trustees.

### **The role**

This new role to TCC will help to communicate our impact, increase engagement and develop and diversify our income streams. The successful candidate will ensure that the TCC alliance can have a positive impact on social justice in North-East Wales for years to come.



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### Responsibilities will include:

- Working on TCC's existing sustainable income generation strategy with staff and trustees and reviewing strategy for the next 5 years.
- Coordinating the development of new and existing income streams.
- Working with the team to communicate the impact of TCC to members, funders, supporters, politicians and general public.
- Working with the community organising team to manage existing relationships with members, funders and supporters both online and in person.
- Managing TCC's brand, internal and external communications.

### Key tasks will include:

- Strengthening TCC's sustainable income generation strategy and case for support.
- Working with the team to communicate the impact of the TCC alliance to members, funders and supporters.
- TCC has a mixed portfolio of smaller and 100k+ grants and the income generation and communications officer would be responsible for looking at the most sustainable options going forward.
- Working with the team to develop, write and proof-read funding proposals.
- Improving member and individual supporters' engagement journey.
- Researching, developing and prioritising suitable funding and income opportunities.
- Exploring opportunities to embrace technology solutions for income generation.
- Reviewing TCC's website, social media and other written media to ensure they best communicates our impact and gives opportunities for engagement.
- Exploring new developing technology solutions for communications both internally and externally to develop a right message at the right time to the right people approach.
- Ensuring the TCC membership offer shows good value for money for members.
- Working with the team to pilot an individual membership and issues-based supporter offer.
- Producing high quality digital and printed materials/content to communicate with TCC members and supporters.
- Managing the organisation's images and photographic library, ensuring appropriate permissions are in place.
- Working as part of a small staff team to contribute to TCC's overall work.
- Any other tasks that may be required.

### Terms and conditions

- Between 30 and 37 hours per week (some unsocial hours). Salary will be paid pro-rata, if working below 37 hours.
- Part time job shares will also be possible for the right candidates.
- 12-month fixed-term contract, with the possibility of renewal.



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- You will be employed by TCC (Trefnu Cymunedol Cymru/ Together Creating Communities).
- Salary to be paid on the JNC salary scale. Employees can progress one salary point per year, subject to satisfactory annual review, up to a maximum of point 20 (currently £31,152).
- Annual leave starting at 23 days holiday per annum pro-rata (plus statutory bank holidays pro-rata), increasing 1 day per year of service up to a maximum of 30 days pro rata.
- A pension contribution of 10% of salary, subject to the employee contributing 5%.
- 6-month probationary period.

## Person specification

### Essential experience and qualifications

- Proven experience of income generation through grant and trust fundraising to a level of 100k and above, including research, relationship building and writing proposals.
- Proven experience of communicating social impact to a wide range of audiences. Please provide links to previous social media content.
- Experience of managing member/supporter relationships and journeys.
- Experience of managing diverse relationships at all levels.
- Experience of using a wide range of media to engage audiences.
- Experience of managing organisational website design and content and social media accounts including Facebook, Instagram, and Twitter.
- Experience of creating content using a digital marketing platform e.g. Wordfly/ MailChimp.
- Able to work some evenings and weekends with possible overnight stays.
- Experience or knowledge of using translation services.

### Desirable experience and qualifications

- Proven experience of working in a similar role.
- Experience of working directly with diverse communities.
- Experience of participating in the development of fundraising and communications strategies and plans.
- Experience of working in a PR or marketing environment to support fundraising/sales.
- Experience of managing and promoting an organisational brand.
- Experience of working with a charity or campaigning group.
- Experience of design work using digital programs.
- Experience of capturing / working with photo and video media.
- Qualifications equivalent to level 2 in English and Maths, e.g. GCSEs grades A\*- C.
- Qualification in media and/or marketing.
- Qualification from the Institute of Fundraising.



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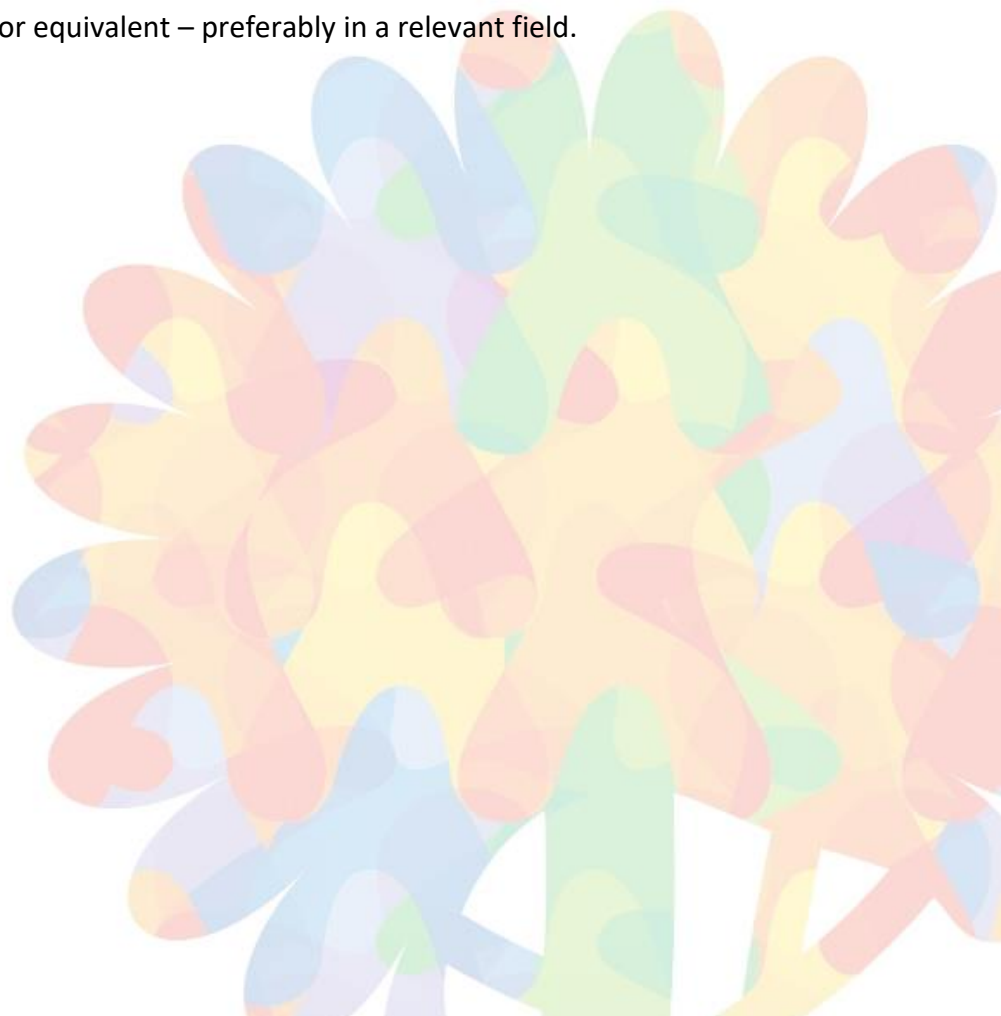
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### Essential Skills and Qualities

- Excellent communication skills (both written and oral) with an eye for detail and accuracy.
- Able to write persuasively and succinctly to raise funds and engage supporters.
- Able to research, log and prioritise funding opportunities as per funding strategy.
- Able to coordinate fundraising efforts amongst a busy team.
- Able to understand and communicate social impact.
- Able to support people to be able to tell their stories in a powerful and effective way.
- Strong knowledge of social media and how to use it to generate support and interest from a wide range of audiences.
- Able to use Wix or other web development platforms.
- Able to work as part of a small team and contribute to all aspects of TCC's work.
- Self-motivating, can work on own without supervision, can manage own time and meet deadlines efficiently.
- A strong commitment to TCC's vision and values.
- Willingness to undergo training.

### Desirable Skills and Qualities

- An ability to create copy and work through the medium of Welsh.
- Good knowledge of the Welsh political context and Welsh media.
- Familiar with Office 365 and SharePoint.
- Degree level qualification or equivalent – preferably in a relevant field.



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