



37 Kingsmills Road
Wrexham
LL13 8NH

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

Job Description

Part-Time Communications Officer

Summary: A great opportunity to join a small staff team as we grow and seek to raise our profile.

Contract: 12-month contract with the possibility of renewal subject to funding and organisational requirements.

Hours: 14 hours per week.

Salary: £9,711 (FTE 25,664), plus 10% pension contribution.

Location: Office based in Hightown, Wrexham. We'll consider options for some remote or home working, but please discuss this with us before you apply.

Closing date for applications: 7th April 2025

Interview date: 16th April 2025 in Wrexham

Benefits include:

- We'll contribute 10% of your annual salary to your pension scheme (you'll need to contribute 5%).
- 23 days annual leave plus bank holidays (pro-rata'd for part-time staff). This will increase by one day per year of service, up to 30 days plus bank holidays.
- Laptop for some home/remote working.
- A commitment to training and development opportunities.
- The opportunity to help create positive change in local communities.
- The chance to shape the organisation's direction and strategy.

To apply: Send an application form, your CV and a cover letter to Sue Williams at sue@tcc-wales.org.uk. CVs should include clear details of qualifications held and past work experience. We'll confirm we've received your application within two working days.

TCC is an equal opportunities employer. We welcome applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation, or age.

For a confidential discussion please contact 01978 262588 and ask to speak to Sue Williams or Ruth Marshall.



TCCWales

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



37 Kingsmills Road
Wrexham
LL13 8NH

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

Background and purpose of the job

TCC is an award-winning alliance of diverse groups in North East Wales. We act on issues affecting the local community; TCC do this by supporting local people to run effective campaigns and meet directly with decision makers. TCC is the oldest community-organising charity in the UK, and we will be celebrating our 30th anniversary at the end of 2025.

TCC's members include faith groups, community organisations, schools, and youth groups. We work with these diverse communities to build relationships, supporting people in picking the right issues to act on and giving them practical support to run effective campaigns and create change.

The communications officer will be responsible for managing our website and digital media presence and producing digital and printed communications for TCC members and supporters.

You'll need to:

- Manage TCC's website and social media presence to enhance our reputation as an innovative and effective charity.
- Write copy for a variety of communications.
- In collaboration with the whole staff team, design and implement marketing campaigns to attract campaign support, recruit donors, and/or raise the organisation's profile.
- Write press releases, liaise with key publications to secure coverage to raise TCC's profile.
- Market and promote campaign and fundraising events, and provide practical support at events.
- Produce high-quality digital and printed materials / content to communicate with TCC members / supporters.
- Attend and support events, meetings, and organisational activities as and when required. Capture content at events through photography and / or film.
- Manage the organisation's images and photographic library, ensuring appropriate permissions are in place.
- Work as part of a small staff team to contribute to TCC's overall work.
- Any other tasks that may be required.

Person Specification

Essential

- Excellent communication skills (both written and oral) and editing skills.
- Able to write copy for a variety of communications/publications, including supporter newsletters, fundraising campaigns, and campaign literature.
- Strong knowledge of social media and how to use it to generate support and interest from a wide range of audiences.



TCCWales

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



37 Kingsmills Road
Wrexham
LL13 8NH

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

- Able to convey complex messages clearly and succinctly.
- An eye for detail and accuracy in all aspects of work.
- Able to work as part of a small team and contribute to all aspects of the organisation's work.
- Self-motivating, can work without supervision, and manage own time to meet deadlines efficiently.
- Excellent level of IT proficiency.
- A strong commitment to TCC's vision and values.

Desirable

- An ability to create copy and work through the medium of Welsh.
- Proven experience of working in a similar role.
- Good knowledge of the Welsh political context and Welsh media.
- Experience of writing successful press releases and responding to media enquiries.
- Experience of working with a charity or campaigning group.
- Experience of working directly with diverse communities.
- Experience of design work using digital programs (e.g. Adobe Creative suite / Photoshop / InDesign or similar)
- Experience of creating content using a digital marketing platform (e.g. Wordfly / MailChimp or similar).
- Experience of capturing / working with photo and video media.
- Experience of participating in the creation of communications strategies and plans.
- Familiar with Office 365 and SharePoint.
- Degree level qualification or equivalent – preferably in a relevant field.
- Full driving licence and access to your own vehicle.

Other information

- As you'll be joining a small staff team, there may be some lone working.
- Some antisocial hours will be required.
- You'll start with a three-month probationary period.
- We pay travel expenses at 45p a mile.
- We'll need a disclosure report from a DBS check. TCC is committed to fair recruitment and the inclusion of applicants with criminal records. Having a conviction will not necessarily bar you from employment, it will depend on the circumstances and relevance to the post.



TCCWales

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