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# Media & Communications' Manager (Maternity Cover)

Resurgo Trust

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***Are you a confident and highly organised individual with strong leadership abilities, an interest in social impact and experience in managing Media and Communications in the charity sector?***

**Reporting into the Chief Executive, the Media & Communications' Manager is responsible for the overall smooth running of the Media & Communications' team to ensure that Resurgo's external communications are on brand and on message, and delivering the broad range of communications' needs of the organisation.**

# About us

## Who we are?

Resurgo means to rise up again. It describes our belief in the unbelievable difference we can all make in the world around us when we work together, and our vision to inspire society by connecting our creativity, talents and resources to make a real difference.

In 2016 we were listed as one of the UK's Best Workplaces in the 'Great Place to Work' Awards.

In 2017 we won the Princess Royal Training Awards which honours employers that have created outstanding training and skills development programmes.

## Our Existing Initiatives

- **Spear**, an award-winning programme run in partnership with local churches to help young unemployed and disadvantaged people into work or education. We're delighted that over 75% of completers are still in work a year later.
- **Resurgo Ventures**, supporting emerging social entrepreneurs to make a positive impact on society through mentoring and Accelerator programmes.
- **Resurgo Consulting**, providing coaching services to organisations enabling them to improve trust, increase workplace satisfaction and achieve better outcomes.



# Resurgo Values



**Pole Vault:** Raising the bar, inspiring people to increase their sense of what is possible, coaching people in how to use the tools to succeed.

**Peloton:** We invite the wider community to participate in our work by contributing their energy, skills and expertise.

**Medals:** We steward our resources to pursue best-in-class outcomes that exceed expectations.

**Torch:** Our work is a visible expression of the Christian faith making a difference in the world today.

**Stadium:** We invest in our team and culture to be a highly inspirational place to work.

# Responsibilities

## Strategic oversight

- Working with the Chief Executive to deliver Resurgo's communications strategy and annual communications plan, including key messaging, goals, deliverables, scheduling and delivering on KPIs
- Oversee the Resurgo brand and ensure everything we produce is in line with our brand guidelines
- To work with the Chief Executive to develop advocacy opportunities and increase Resurgo's brand presence in key strategic areas

## Management

- Managing two direct reports (Editorial & Communications' Executive and Creative Producer) to ensure quality of work and timely delivery of projects

## Digital Work

- Oversight and implementation of digital strategy, including social media and web content, including a library of video content online
- Oversee and grow online marketing (Google Adwords, Facebook/Instagram) resulting in conversions through sign ups for Spear & the Resurgo Ventures Accelerator

## Press and Media

- To respond to media enquiries in a timely and professional manner, representing the needs of Resurgo
- To draft and send out press releases to generate media coverage
- To put together briefings for colleagues prior to press opportunities.

## Resource production

- Oversee production of externally facing collateral for all initiatives, including working with internal staff and external agencies. This includes print, filmed resource including the Resurgo Party film, and overseeing our photo library
- Work closely with the Philanthropy team on donor communications, including production of newsletters, invitations, emails and filmed resources

## Active Participation in and support for Resurgo's team and mission

- To help build and develop Resurgo's ethos and Christian life as a team member including leading and contributing to daily collective and personal prayer meetings as an integral part of Resurgo's operation and for the success of its mission.

# Person Specification

- Ability to personally represent the Christian values of Resurgo
- Educated to degree level or equivalent
- At least five years' work experience in communications, preferably in a similar sized organisation
- Experience managing a team, scheduling work and providing quality assurance
- Ability to manage suppliers including digital and design agencies, freelancers etc
- Understanding of dealing with the press and of writing press releases
- Effective interpersonal skills and high emotional intelligence, with the ability to relate to department heads
- Excellent IT, administration and organisational skills
- Strong leadership and management skills
- Exercises initiative, highly self-motivated and a forward planner
- Good time management skills with ability to prioritise workload
- Works well under pressure and meets deadlines

# Working Requirements

- Maternity Cover – 10 month fixed-term contract with potential to extend.
- Full-time: Monday – Friday 9.30am - 5.30pm.
- Part-time/flexible working considered for the right candidate.
- Occasional evening meetings and charity or team building events outside of hours as required by the role.
- 25 days' annual leave and time off between Christmas and New Year.
- Participating in the wider staff team including taking an active part in weekly staff and prayer meetings and key events, such as staff conferences.

# Additional Information

## Salary & Benefits

- Salary negotiable dependent on experience
- Pension scheme: 3% employer contribution
- 25 days holiday plus Christmas 'gift days'- the days between Christmas and New Year
- Attendance on 'Coaching for Leadership' course- iLM accredited 5 day programme of coaching training over 2 months (valued at £2,500).
- Annual Summer and Christmas Conferences (one residential) which include, teaching, worship, delicious food and country walks.
- Employee Assistance programme: a confidential support service for employees
- Ability to take advantage of Give as you Earn (GAYE)

## How to Apply

Please complete the application form on our website [www.resurgo.org.uk/resurgo/workwithus](http://www.resurgo.org.uk/resurgo/workwithus) and submit it with your CV to [recruitment@resurgo.org.uk](mailto:recruitment@resurgo.org.uk)

## Recruitment Timetable

**Deadline for applications: 16<sup>th</sup> December 2018**

**Phone interviews: Week commencing 17<sup>th</sup> December 2018**

## Queries

If you wish to have an informal discussion about the role, please email the People and Culture team ([recruitment@resurgo.org.uk](mailto:recruitment@resurgo.org.uk)) to arrange a time.