



## Job description

### Communications and Events Lead (Somerset Youth Alliance)

**Salary:** £28k per annum (pro-rata)

**Hours:** Full time, with part-time and flexible hours considered

**Term of contract:** Fixed-term until March 2026 (opportunity to extend subject to funding)

**Accountable to:** Development Lead (Somerset Youth Alliance)

**Probation period:** 3 months

**Annual leave:** 25 days (pro rata), plus bank holidays

**Location:** Flexible, hybrid working from home and at the Spark Somerset office in Hambridge, as required

**We're on a mission to help change lives and build healthy, resilient communities in Somerset.**

The Somerset Youth Alliance is a group of organisations working together for the benefit of young people in Somerset. The Communications and Events Lead will support the Alliance to develop and implement branding and communications strategies, as well as coordinate and support Alliance events. Bringing youth organisations together and keeping them informed is a key priority for the project and will contribute to the developmental and collaborative culture of the Alliance.

**Will you help us create a Somerset where anyone can make great things happen for their communities?**

## Key responsibilities

### Coordinating internal and external events:

- Work with the Development Manager to plan a schedule of events for the Alliance, ranging from member meetings to an annual conference
- Book suitable venues, liaise with external suppliers, arrange speakers/trainers
- List the event on ticketing platforms where required
- Promote the event to the appropriate audience
- Support and attend live and online events, including arranging equipment, setting up/clearing away, facilitating breakout rooms, note taking and follow up activities
- Act as the first point of contact for events and promotional activities

### Branding and website:

- Work with partners, stakeholders and young people to create and implement a brand identity for the Somerset Youth Alliance
- Ensure consistency of tone of voice across all branding and communications
- Support the development of a website to showcase the Alliance
- Maintain and update the website

### Communications:

- Coordinate and implement a communications strategy
- Design a range of materials (including but not limited to social media posts, reports and website copy) suitable for a diverse audience
- Monitor and evaluate analytics data

### General:

- Prepare any reports or information as required by the Somerset Youth Alliance Steering Group
- Undertake any other duties that may be reasonably required by the Somerset Youth Alliance Steering Group, Spark Somerset CEO and Board of Trustees
- Ensure that the values of Spark Somerset are promoted at all times
- Promote and adhere to all policies adopted by the Board of Trustees

## Person Specification

Category	Requirements	Essential/Desirable
Experience	<ul style="list-style-type: none"> <li>• Track record of working to and achieving targets</li> <li>• An understanding or experience of youth work (either as a young person or adult)</li> <li>• Experience of organising events</li> <li>• 2 years' experience in a marketing or communications role</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p>
Knowledge	<ul style="list-style-type: none"> <li>• Relevant IT skills to support the project, including social media, online event platforms and design software</li> <li>• Understanding of event management procedures</li> </ul>	<p>E</p> <p>E</p>
Skills/Abilities	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Proven ability to develop and maintain good working relations, both within an organisation and with external stakeholders</li> <li>• Ability to prioritize and prioritise workload against conflicting priorities</li> <li>• Excellent written and verbal communication skills which are clear, easily understood and relevant to a range of audiences</li> <li>• A proactive approach to problem solving and a structured approach to work</li> <li>• Able to work both under own initiative and with the flexibility required to collaborate with the wider team</li> <li>• A genuine commitment to the principles and goals of Spark Somerset, passionate about the voluntary sector and keen to make a difference.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Travel / Working hours	<ul style="list-style-type: none"> <li>• Ability to travel according to the needs of the job with reasonable adjustments if required, according to the Equal Opportunities Act</li> <li>• Commitment to implementing the Equal Opportunities policies of Spark Somerset</li> </ul>	<p>E</p> <p>E</p>
Anti-discrimination	<ul style="list-style-type: none"> <li>• Commitment to anti-discriminatory practice</li> <li>• Commitment to implement the Equal Opportunities policies of Spark Somerset</li> </ul>	<p>E</p> <p>E</p>

**Diversity and inclusivity**

A diverse voice is a more powerful voice. Diversity in our people brings new viewpoints and this drives debate and creativity, which is key to successful campaigning and an ability to engage new audiences. As such, we encourage applications from people who belong to groups which are often marginalised in society.

**To apply**

To apply, please submit your CV and an expression of interest outlining how your skills and experience meet the requirements of the role to [recruitment@sparksomerset.org.uk](mailto:recruitment@sparksomerset.org.uk). No agencies, please/

For an informal chat about the role, please contact Hannah Snowdon, Somerset Youth Alliance Development Manager, by emailing [hannah.snowdon@sparksomerset.org.uk](mailto:hannah.snowdon@sparksomerset.org.uk)

**Closing date:** 9am on Wednesday 6 November

**Interviews:** Monday 11 November