



JOB DESCRIPTION

Job Title:	Digital Engagement Co-ordinator
Reporting to:	Music & Performance Manager
Hours:	22.5 hours per week
Salary:	£23,500 per annum (pro-rata)
Location:	Working from Home (with occasional office attendance, must be in commuting distance to central London)
Contract:	Fixed Term Contract to 31 st December 2020

BACKGROUND & ROLE SUMMARY

The Military Wives Choirs (MWCs) bring women in the military community closer together through singing. We are a unique and special network of 74 choirs across the UK and internationally in which women can come together to sing, share and support each other, wherever they are.

The Choirs Support Team are here to *enable* the network of MWCs. We strive to provide the best possible experience for members. We develop projects that bring women from different choirs together across the network, recognising we are stronger together. We are an independent subsidiary charity of SSAFA, who provide us with facilities and services.

In this key role you will work with the Music & Performance Manager to ensure our internal and external messaging is appropriate, timely and effective.

You will ensure the protection and promotion of the MWCs brand internally, as well as across all social media platforms, print & radio media.

This is a varied role and it would suit a confident and experienced communicator who relishes being busy and creative

KEY RESPONSIBILITIES

As a result of Covid-19 we have seen a material change in how our network of choirs are meeting and rehearsing and the uncertainties of the changes remain with us.

This role is designed to support the choirs in this time of uncertainty and in particular deliver practical guidance and solutions at their time of return to rehearsal and possible performance. For this reason, the role will be varied and the successful role holder will need to adapt to the requirements of the network.

Working with the Music & Performance Manager, key tasks will include:

1. Share choir activity across the network to support best practice and shared understanding.
2. Deliver daily content and create resources for Military Wives Choirs public-facing communications.
3. Work with the Choirs Support team to deliver interesting material for the network newsletter 'One Voice'
4. Support the Music & Performance manager with any choir related activity that may become live during 2020.
5. Ensure the charity website remains relevant and reflective of the changes in choir and charity activity.

As a small team, we expect all team members to pick up other duties commensurate with their skills and capabilities and be flexible, adaptable and willing to take on new challenges.

PERSON SPECIFICATION

Experience	Essential	Desirable
At least 12 month's experience in a PR, communications, or similar role	*	
Experience of managing web and social media content for an organisation	*	
Experience of working within a team delivering events		*
Degree educated (or equivalent)		*

Skills & Personal Attributes	Essential	Desirable
First class communication skills (written and verbal) and listening skills	*	
A passion for the Military Wives Choirs, our mission and vision	*	
A proactive and positive approach, with resilience and empathy	*	
A collaborative approach and a willingness to be guided by the best interests and views of the choir members	*	
Advanced MS Office Skills (Word, Excel, PowerPoint, Office 365)	*	
Experience of the military community either as a serving personnel or a family member of a serving personnel		*