



## Marketing and Communications Manager

(12 months maternity cover)

Would you like to play a part in supporting vulnerable, isolated and disadvantaged people in Milton Keynes?

MK Community Foundation is looking for a highly organised and creative individual to manage their Marketing and Communications department for 12 months.

### Employer Description

MK Community Foundation is a leading grant-making charity sending funding where it's needed most in Milton Keynes.

We're proud to be leading the way in supporting community projects and charitable activities to help create a fairer more connected community.

Here at MK Community Foundation, we're dedicated to making a difference and improving the lives of people within the local community by supporting a diverse range of projects.

Our Conference Centre, Fairspace MK, provides flexible working, meeting and office spaces in a contemporary setting. We're on a mission to make our community fairer by sending our profits to local causes in need. Our offices and business units enable us to give subsidised rent to local charities and groups each year.

### Key responsibilities will include:

- Lead an engaging, compelling and inspiring marketing and communications programme for MK Community Foundation
- Manage all marketing brand and communication activities across MK Community Foundation and MK Community Properties
- Maintain our brand strategy designed to motivate key philanthropy audiences, engage potential beneficiaries, promote our commercial activities and support the strategies that will significantly raise the profile of the Community Foundation across Milton Keynes.
- Supporting our staff to ensure that they understand our brand positioning and values, ensuring consistent messaging throughout the Community

#### Foundation

- Managing and motivating marketing staff and relevant suppliers
- Contribute to KPI and Board reports on the progress and impact of our marketing and communications activities
- Manage marketing plan tracking progress and ensure quality
- Create social media, website, PR, newsletter and corporate content
- Support MK Community Foundation's key campaigns and events
- Develop and maintain excellent relationship with MK press, media, and community influencers
- Keep up to date with issues affecting MK especially voluntary, community and cultural sector
- Line manage and motivate staff, supporting them in their development

#### Essential Skills:

- Excellent organisational skills to complete a range of tasks promptly and take on new responsibilities
- Accurate and efficient with the ability to meet deadlines consistently
- Motivated, flexible and prepared to drive change to improve standards
- Excellent people and communication skills
- Excellent IT skills and use of all appropriate digital channels
- Excellent written and oral skills with a precise eye for detail
- Innovative and capable, with the ability to use initiative
- Works well with colleagues in a team environment, and can work independently
- Tactful and diplomatic and understands the need for confidentiality
- Proven ability to coordinate a range of marketing and communications activities
- Experience of managing and maintaining websites and social media platforms

#### Desirable Skills:

- Experience of creative process including copywriting, filmmaking, photography and website development and management
- Evidence of the successful implementation of Marketing and Communications strategies
- Knowledge and an understanding of the Voluntary Community and Cultural Sector and how these sectors enhance the quality of life
- Knowledge of Milton Keynes.
- Knowledge of the business community

Salary circa £35,000, depending on skills and experience

37.5 hours per week

To apply for this role, please send a CV to

[june.oldroyd@mkcommunityfoundation.co.uk](mailto:june.oldroyd@mkcommunityfoundation.co.uk) by Friday 13<sup>th</sup> May 2022