 **Job Pack Communications ManagerLogo, company name

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**About Aberdeen Foyer**

Aberdeen Foyer wants everyone to have a safe, decent place to call home and have access to resources to thrive. We are on a mission to end poverty and prevent youth homelessness across Northeast Scotland by working alongside young people and adults supporting them to discover their potential, overcome challenges, and shape their own positive futures.

We offer a variety of carefully integrated programmes and services which combine to provide wraparound support for people around 5 key areas:

* **Youth Housing** - providing young people who are homeless or at risk a safe place to stay
* **Employability** - supporting people who are unemployed and/or underemployed to learn new skills and move into work
* **Learning** - engaging people through education and learning opportunities
* **Health** - supporting positive mental health and wellbeing
* **Community** – working in and with local communities

**Our Values**

At The Foyer we value seeing the person and their potential, building trusting relationships based on honesty, compassion, and respect. We value curiosity and a drive to learn as well as commitment to go the extra mile and never give up.

**About the Role**

As Communications Manager, you will be responsible for the development and delivery of an engaging and measurable communications strategy for both internal and external stakeholders, using a range of channels and platforms. You will capture and reflect the ‘voice’ of the Foyer drawing on the expertise and insights of staff and people who use our services.

You will have the added benefit of being able to work closely inhouse with [Foyer Graphics](http://www.foyergraphics.com), our social enterprise who can provide visual content, graphics, animation, video and sound, as well as offering the successful candidate support around creative idea formation.

The role will be line managed by our CEO and will be part of our Central Support Team. This team ensures our front-line delivery teams have everything that they need to do their jobs effectively including both of our social enterprises – Foyer Graphics and Roadwise Driver Training. Our Central Support team combines the knowledge and expertise of Finance, HR, Communications, IT and Digital Support, Impact Management and Fundraising into a central hub that supports front-line delivery, finds solutions to problems, and enables flexible and agile collaboration between our various teams.

**About you**

The successful candidate will be full of curiosity. Our organisation has amazing stories waiting to be told. We have services that need to be marketed and teams that need your support to do so. You will need to be proactive and organised, able to prioritise and manage competing demands. You will be comfortable in multi-agency settings, able to work flexibly and collaboratively with a variety of relevant stakeholders with excellent interpersonal skills.

It is desirable that you have demonstrable experience working in marketing, media, English or related field and be a skilled writer, with a track record of telling stories with a positive impact. You will have excellent digital skills, with the ability to manage the Foyer’s social media and website content and have knowledge and understanding of how digital analytical tools can aid reporting, shape impact, and inform content strategy. Above all we ask that you will be solutions focused and are able to reflect on your work and that of others to understand what is working, what isn’t – and why.

**Benefits of Working at the Foyer**

As well as a warm and welcoming supportive working environment, we offer 20 days annual leave plus 12 public holidays rising to a cumulative 37 days with continued service and a contributary company pension. We consider flexible working for most roles which means many of our employees enjoy the freedom of choosing a working pattern that suits them as much as it suits The Foyer.

We are very proud to be both a Living Wage and a Disability Confident employer. We value our employees’ wellbeing and offer a Cycle to Work scheme, a monthly Wellbeing Hour and a confidential Employee Assistance Programme which is open to employees and their friends and family.

We value curiosity and all posts have access to structured induction and ongoing training and learning opportunities.

**Recruitment Process**

Our people are our greatest assets. #TeamFoyer provides a safe space for our employees, where everyone can be themselves and feel comfortable bringing their whole self to work.

The Foyer embraces and celebrates diversity and equal opportunity for all. We want to find the best people for the job, ensuring inclusion, diversity and difference is always at the very heart of what we do. We recognise the value a diverse workforce brings to the way we work and the difference we make to the people we support. We are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, colour, age, national origin, disability, religion or belief and socio-economic status, protected veteran status, or other characteristics in accordance with the relevant governing laws.

For those who are suitably qualified, and care experienced, we offer guaranteed interviews.

This role may be subject to holding appropriate PVG Registration and will require a disclosure check which we will arrange with you if successful.

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| Application Closing Date: | **5pm Wednesday 17th August 2022** | Submit your CV and cover letter to[recruitment@aberdeenfoyer.com](mailto:recruitment@aberdeenfoyer.com) |
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| Interview Dates: | **Week commencing 22nd August 2022** | Will be held online via Microsoft Teams – details will be shared should you be invited to interview |

For more information and/or to discuss the role in more detail, please contact **Leona McDermid, CEO** by emailing her at [LeonaM@aberdeenfoyer.com](mailto:LeonaM@aberdeenfoyer.com)

**We look forward to receiving your application!**