

**Job Title:** Digital Communications Officer

**Reports to:**  Digital Communications Manager

**Contract:** 6 Months Fixed Term Contract (possibility of role becoming permanent)

**Location:** London (home working initially due to Covid-19)

**Salary:** £23,500 p.a.

Here at the Royal Society for Blind Children, we believe that every blind young person should have the chance to live life without limits. Our values of Trust, Energy, Ambition, and Motivation underpin everything we do, and by giving young people the essential skills to take control of their life, they can unleash their true potential.

RSBC is seeking a Digital Communications Officer to support the Digital Communications Manager with all forms of digital work including social media.

The postholder will research and monitor digital channels and create supporting high quality content that reflects RSBC’s mission and vision and distribute it across the Society’s social media and digital channels.

You will organise digital mailings using the CRM website to keep contacts up to date and ensure RSBC’s digital collateral is appropriately stocked and up-to-date. You will contribute to monthly activity reports and collate data for relevant KPIs.

You will be an excellent team player with effective project management skills. Creative thought, attention to detail, the ability to meet tight schedules of work deadlines and strong administration skills are essential for this role. You will have strong copywriting skills and be proficient with Microsoft Office, Adobe InDesign, Photoshop and Dotmailer.

A qualification in communications is desirable.

In return we offer a competitive range of benefits including a generous annual leave allowance of 27 days (rising to 28 days after 3 years’ service) + bank holidays, flexible working opportunities, 3% contribution towards pension, and season ticket loan. We are a welcoming, diverse and inclusive workforce and are a Disability Confident Employer. We also hold the Investors in People Silver Award.

For further details on the role, please refer to the Job Description and Person Specification.

**Closing date: 9am, Monday 14 December**

**Please apply by emailing your CV and a supporting statement which details how you meet the requirements of the role and person spec to recruitment@rsbc.org.uk**

The Society is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Therefore, all posts are subject to an Enhanced Disclosure check from the Disclosure and Barring Service and 2 satisfactory professional references. Registered Charity No.307892