

### Plan & Communication Coordinator

<b>Hours</b>	52 hours per month, approximately spread over the months
<b>Term</b>	Initially a three month contract with an option to extend for a period of a year from start date. Renewable yearly.
<b>Salary</b>	£15 per hour – Self Employment basis
<b>Location</b>	Flexible but to be located at Chatterbox Café at least twice a week
<b>Reporting</b>	Reports to the Allenton Big Local Partnership Board
<b>Purpose</b>	<p>Coordination of the delivery plan with external agencies and partners along with administrative support to the Partnership Board to enable to carry out its functions effectively and to review and deliver the plan.</p> <p>To provide effective communications using ABL website, Facebook, Twitter and email using MailChimp.</p> <p>To design and create printed and electronic materials such as Newsletters, banners, posters, flyers and short video reports.</p> <p>Represent ABL at events and local meetings.</p>
<b>Role and Responsibilities</b>	<p><b>Plan Coordination</b></p> <p>To coordinate and facilitate meetings of the Partnership and any other working group that is set up including venue, time and any costs in kind. To prepare agendas, take and distribute minutes highlighting members' actions. To support in facilitating the AGM.</p> <p>To monitor all activities to ensure that aims and objectives are met and report progress back to the partnership Board.</p> <p>To ensure that Service Level Agreements and purchase orders are in place for all activities funded through ABL.</p> <p>Coordinate reports to Local Trust as required, ensuring they both comply with Local Trust Funding Requirements.</p> <p>Maintain a link between the Partnership Group and the LTO.</p> <p>Ensure that surveys and questionnaires are carried out where required to assist evaluation and monitoring.</p> <p>To work with the LTO to prepare budget reports to present to the Partnership Group at monthly meetings.</p> <p>To ensure that monitoring reports are completed and received from delivery partners before payment of invoices.</p>
	<p><b>Communication</b></p> <p>To write and share success stories.</p> <p>Produce and design a newsletter three times a year.</p> <p>Regularly update the mailing list using MailChimp to ensure all interested parties and key partners are kept informed of new developments.</p> <p>Create website and social media content using the information provided by delivery partners in their quarterly reports and through face-to-face interviews with the people delivering or taking part in activities.</p> <p>Encourage people to get involved in Big Local by using feedback from the annual surveys.</p> <p>Maintaining and adding to the ABL website by updating meeting dates, minutes, Service Level Agreements and quarterly reports.</p> <p>Keep the website up to date with any news items, new activities, new funding opportunities, plan updates, proposals and any changes to the ABL partnership.</p>

# Allenton

## Big Local

	<p>Social Media activity should include facebook posts and Tweets at least four times a week.</p> <p>Source promotional items when necessary for handing out to promote ABL at events and meetings. This may include items such as pens, keyrings, flyers, posters, tickets and invitations.</p>
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<b>Quarterly Reports</b>	<p>You will be required to submit a report to the ABL Partnership Board each quarter and will need report on the plan coordination along with an update of the communications activity for the quarter. A statistics report on the social media posts and website hits (from Google Analytics) along with plans for the following quarter.</p>
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LOTTERY FUNDED

Local Trust | Big Local