



**Communications
and Media
Administrator
recruitment
pack 2025**



GB Ministries is the operating name of The Girls' Brigade England & Wales - a company limited by guarantee (No 206877) and a registered charity (No 206655)

Introduction

About the job:

We seek to appoint a communications and media administrator to provide administrative support within our communications and media team in the GB Support Centre.

Who we are:

Girls' Brigade England & Wales helps girls and women explore and engage with real life and Christian faith in fun, informative and hopeful ways.

We are a registered charity (Charity Number 206655) and a company limited by guarantee (Company Number 00206877) registered in England and Wales at Cliff College, Calver, Hope Valley, S32 3XG.

Click [here](#) to discover more about Girls' Brigade England & Wales.

Working arrangement:

This role is based at the GB Support Centre, Cliff College, Derbyshire. The normal hours of work are 25 each week.

Faith:

A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside and in partnership with an organisation rooted in faith and be fully supportive of and engaged with the ethos, values, and aims of Girls Brigade Ministries.

Next steps:

To make an application send an up-to-date CV with a detailed covering letter outlining your interest in the post by email to jess.gill@gb-ministries.org.

1. Closing date	21 April 2025
2. Interview date	23 April 2025

1. We reserve the right to close the vacancy earlier than this date and without further public notification should a sufficient number of applications be received.
2. Interviews will be held in-person at our office at Cliff College, Calver, Hope Valley, S32 3XG.

Job description

Job title:	Communications and Media Administrator
Responsible to:	Communications and Media Manager
Accountable to:	Chief Executive Officer
Working hours:	This post is offered as a fixed term 25 hours a week post for 12 months
Salary:	£16,380 per annum

Job summary

The post holder will be responsible for the delivery of effective communications and media related administration and practical support in pursuit of the aims and activities of GB Ministries.

Key aspects of this role will be:-

- Media support and content generation
- Collating content for digital communications
- Overseeing online event bookings.

Media support and content generation

- Writing, preparing and uploading social media posts
- Drafting new articles for the website and uploading using content management tools
- Monitoring social media platforms
- Increase our social media presence and interaction

Collating content for digital communications

- Encouraging local community groups to share their stories, photos and videos
- Collecting stories from local community groups
- Building email communications for distribution to volunteers via our database system, Girls' Brigade Manager
- Building email communications for distribution to external audiences via Mailchimp

Overseeing online event bookings

- Creating events and monitoring event bookings via online platforms, e.g. Eventbrite
- Issuing communications in relation to events
- Supporting volunteers with their online bookings

All members of the GB staff team are expected to work together on team tasks and to support one another in busy periods for the sake of the aims of our mission. Some weekend work will be required.

Person specification

Job title: **Communications and Media Administrator**

Attributes	Essential	Desirable
Knowledge, training and education	Proven experience and knowledge of Facebook and Instagram	
		Experience and/or knowledge of GB activities and awards
		Proven experience and knowledge of Wordpress and/or Mailchimp
		Experience of using databases
		Knowledge and experience of volunteer leadership and/or the needs of volunteers
	Actively supportive of and aligned with the mission and values of Girls' Brigade	
Communication skills	Good written skills, able to draft emails and write articles for websites and social media	
	Competence in the use of Microsoft Office, e.g. PowerPoint	
	Proven social media and web communication skills	
Planning skills	Evidence of proven skills in working to deadlines, and enabling others to achieve deadlines	
	Proven organisational skills	
	Ability to prioritise	
Autonomy	Ability to make decisions within agreed parameters, when required	
	Ability to work as part of a team	
Physical skills		Ability to work weekends and evenings if required
		Ability to travel

SAFER RECRUITMENT

This post will follow our safer recruitment processes, including DBS check and references.