

Making a difference to the lives of those affected by rape and sexual abuse

Position:	Communication and Engagement Manager
Hours:	Full Time – 35 hours per week
Salary:	£33,000
Location:	Based in Guildford and covering Surrey
Accountable to:	Chief Executive Officer
DBS check:	Yes
Closing on:	14th April 2020

A new and exciting opportunity has arisen in RASASC and we are now recruiting for a Communication and Engagement Manager.

RASASC is a registered charity which has been providing support to male and female victims of rape and sexual abuse (both recent and non-recent) and young people aged over 13, from across Surrey since 1992.

We provide an Independent Sexual Violence Advisor (ISVA) Service. ISVAs support survivors to help them overcome the abuse they have suffered and to rebuild their lives. This service also includes supporting the victim to seek justice through the judicial system, should they wish.

We also provide one-to-one counselling, youth counselling and family support programme, a national Telephone Helpline, and self-confidence and esteem programme.

Volunteers are an important part of the work we do. Volunteers staff our Helpline and our qualified counsellors work on a voluntary basis with survivors of rape and sexual abuse.

Main purpose of role:

To engage with key organisations in the community and oversee all external communications programmes to promote the services and raise the profile of RASASC.

Responsibilities and key tasks:

- Develop and execute an integrated communications strategy to guide how we communicate with all stakeholders.
- To produce a variety of communications documents to promote RASASC's services and to provide support to the Fundraising Manager by making presentations and providing tailored communication documentation with the aspiration of raising £20,000 annually from industry and community organizations.

- To work with the CEO and Fundraising Manager to identify policy issues affecting the service and the wider sexual abuse sector and develop appropriate responses to such issues.
- To share learning with grassroots, local and national organizations where there is the opportunity to effect change and improve the experience of survivors currently navigating through the system.
- To oversee and manage the RASASC website.
- To expand RASASC's media and social media coverage and develop a clear social media policy for RASASC.
- To work with the Fundraising Manager to help identify suitable communications channels to engage with potential donors living within the locality.
- To identify and approach potential new patrons to help raise RASASC's profile.
- To develop strong partnerships and build relations with allied Volunteer Agencies so that they are aware of the work of RASASC and feel confident to refer potential volunteers to the charity.
- To work with Departmental Managers and the CEO to identify and recruit for voluntary roles needed within the organisation to help raise awareness of RASASC, developing appropriate role descriptions to cover the tasks required.
- To manage a diary of internal and external events ensuring they are appropriately resourced by volunteers and to carry out risk assessments of venues.
- To keep abreast of policy developments in relation to the 'Code of Good Practice for Volunteers' relating to issues such as reimbursement of expenses and gifting.
- To deputise for the CEO in her absence as appropriate.
- Attend monthly supervision with line manager.

Personal Specification

Knowledge, Skills and Attributes

Essential

- Two years' experience working in a communication/marketing role
- Excellent written and oral communication skills and ability to draft written materials for different media and target groups
- Ability to work independently and a strong team player
- Strong relationship building and interpersonal skills and the ability to deal with a diverse range of people
- Ability to deal with information in a confidential manner
- Highly organised with ability to prioritise a varied and demanding workload
- Confident IT skills including social media and website management
- Full, clean driving licence and car that can be utilised for work purposes

Desirable

- Project management skills
- Capacity to inspire and motivate others
- Positive, friendly, confident and enthusiastic attitude
- A flexible and non-judgemental approach to people and work

In return, we can offer you 25 days' annual leave, eight public holidays, contributory pension scheme and reimbursement of travel expenses at 40p per mile.

If you are interested in joining our team or if you have any questions about the role please do give us a call as we would love to hear from you – contact Caroline on 01483 568000 for more details or please complete the application form.

Closing date for applications is: **Noon on 14th April 2020**

Vacancy Downloads:

Application form

How to Apply:

Please complete the attached application form and return it to Liz Joyce liz@rasasc-guildford.org.

Please note we do not accept CVs.