

AGSD-UK Communications Manager

Reports to the Chief Executive Officer
Remuneration by negotiation
Permanent, part time (up to 2 days per week)
Home-based

Contact: Neil Bradbury, CEO
Email: neil.bradbury@agsd.org.uk
Phone: 07914 854060

Effective communication is central to everything we do at AGSD-UK. As Communications Manager, you will be central to making this happen.

This new role, reporting to the Chief Executive, will work with our staff, trustees and GSD Coordinators to deliver high quality multi-channel communications to the GSD community, our supporters, volunteers and stakeholders.

Website

The website will be the major part of the role. Working with staff and key volunteers, you will be responsible for collating and editing content and uploading it to our website. Work will include maintenance of our website content including the posting of regular news items. Duties will include writing, editing, formatting and laying out text and images; and converting, adjusting colour, cropping and sizing images. Updates will follow a regular calendar to ensure that new material is added and outdated material removed on a timely basis. You will liaise with our website technical support contractor and make brief activity reports for quarterly trustee meetings.

Social media

In addition to maintaining the AGSD-UK website, the Communications Manager will also maintain our official Facebook page and our Instagram and Twitter accounts; linking social media activity to website content and vice-versa.

Glisten magazine

Our magazine, Glisten (Glycogen Storage News), is produced once or twice per year and is delivered both electronically and in print. The Communications Manager will be responsible for collating and editing articles for the Graphic Designer to create the final layout.

Electronic Magazine – eGlisten

Regular bulk emails will be distributed to our stakeholders to provide brief news items or calls to action. The Communications Manager will be fully involved with this process.

Application process

We are looking for an experienced communications all-rounder who can work to ensure we develop effective messages and relationships with all our audiences.

Writing and editing skills are essential, familiarity with website content management systems will be an advantage (we use the Divi theme on the WordPress platform) , as will be knowledge of Glycogen Storage Disease or a related medical condition.

Your application should consist of your CV and a covering letter, which outlines your suitability for the role and should be no longer than two pages. We will be happy to have an informal discussion about the role ahead of application.

AGSD-UK welcomes and encourages applications from everyone regardless of age, disability, gender, ethnicity, religion and sexual orientation.

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