

# TRANSFORMATION CORNWALL<sup>+</sup>

Strengthening Faith Based Social Action in Cornwall

## Communications & Engagement Coordinator

Remote: 'hot desk' available in Truro if Cornwall based.

**HOURS:** 21 hours per week (with the intention to be split over 3 or 4 days)

**SALARY:** £27,000-30,000 pa depending on experience

**START DATE:** October 2023

**CONTRACT:** Fixed Term 2 year, with potential for extension

Transformation Cornwall is recruiting an experienced Communications & Engagement Coordinator for its work supporting social action projects across Cornwall.

The Communications & Engagement Coordinator will be part of a small team working closely with the Operations Director and the Campaigns & Community Organising Manager.

Must be able to demonstrate:

- Excellent organisational, IT and social media skills
- Strong communication skills, able to work with groups of people from a wide range of backgrounds and abilities
- A well organised and flexible team player
- Able to work effectively and with attention to detail.
- Able to use initiative, working both alone and as part of a team
- Well organised and transparent record keeping
- Able to prioritise a varied workload with conflicting deadlines

The Communications & Engagement Coordinator is a key role for the Transformation Cornwall team. We are experiencing a time of growth and this role is essential to help increase our capacity to respond to community needs across Cornwall.

For the Application Pack, please go to our website:

To apply please email a completed application form, your CV and a cover letter to [operations.director@transformation-cornwall.org.uk](mailto:operations.director@transformation-cornwall.org.uk)

Closing date for applications: 29<sup>th</sup> September 6pm

Interviews to be held: 11<sup>th</sup> October 2023