



## **CONTENT AND COMMUNICATIONS OFFICER Job Description**

Reporting to:	Head of Communications
Salary:	£26,011- £29,619 FTE (pro rata) per annum depending on qualifications and experience
Contract:	1 year fixed term in the first instance
Hours:	Up to 0.4 FTE (15 hours per week) in the first instance
Holiday entitlement:	25 days annual leave plus 8 public holidays (pro rata)
Location:	Faraday Institute, Madingley Road, Cambridge CB3 0UB

### **Who we are:**

The Faraday Institute for Science and Religion is a Cambridge-based interdisciplinary research institute improving public understanding of science and religion. Its main focus is on the relationship between science and the Christian faith, but it also engages with those of any faith or none.

### **Job Description:**

The Content and Communications Officer works directly with Faraday's Head of Communications on the delivery of a communications strategy focused on increasing Faraday visibility and impact among key influencers, funders and target audiences.

Utilising an excellent understanding of digital marketing and content creation, the successful applicant will manage Faraday's digital and social media channels, collaborate on the development and delivery of high-quality video, audio and image based content, work on media strategies to support new research launches and develop content for our newsletter and website. They will also work with Faraday's Events and Marketing Manager in the design and delivery of Faraday's online and offline events programme.

The applicant must be in agreement with the Christian ethos and aims of The Faraday Institute and will be expected to take a full part in the Institute's activities.

**What we ask:**

Main responsibilities include:

- Managing Faradays' social media channels
- Assisting the Head of Communications in writing creative briefs
- Maintaining and developing the Faraday website working with the Fundraising Co-ordinator
- Delivering a regular digital analytics report
- Leading on the production of the monthly Faraday newsletter
- Media monitoring and sharing relevant news and content with the Faraday team
- Assisting the Events and Marketing Manager with planning and staging Faraday events
- Developing and implementing communications strategies for project report launches
- Supporting the Head of Communications in drafting press releases for projects
- Production support for Faraday multimedia including facilitating recordings, editing and uploading our video assets to the host platform and Faraday website.

**About You:**

As Content and Communications Officer, you will have knowledge and experience of using social media platforms, website content management systems and IT systems including Microsoft Office and of working in a digital communications role along with an aptitude for generating and distributing content for social media.

You will have experience of:

- Using social media management software (e.g. Sprout Social, Hoot suite, Podigee)
- Using social media reporting tools (e.g. Google data studio)
- Using video editing software (e.g. Adobe Premier Pro)
- An interest in and/or experience of events management and marketing

For more information on this role, and a full job description, please visit our website at [www.faraday.institute/vacancies](http://www.faraday.institute/vacancies). For queries, contact [admin@faraday.cam.ac.uk](mailto:admin@faraday.cam.ac.uk).

Applications to be sent to [admin@faraday.cam.ac.uk](mailto:admin@faraday.cam.ac.uk) and should include a CV naming two referees, together with a covering letter summarising the relevance of the applicant's background and experience for this position.

Applications will be accepted until Sunday 19<sup>th</sup> March. We expect to interview soon afterwards.

[www.faraday.cam.ac.uk](http://www.faraday.cam.ac.uk)

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