



<https://faithinfamilies.wales/job/communications-administrative-coordinator/>

## Communications and Administrative Coordinator

### Description

#### Communications & Administrative Coordinator

Salary: £24,309 per annum

Hours: 37 per week (Monday–Friday)

Term: Maternity Cover – with potential to become permanent as our projects grow

### Why This Role?

This isn't your average admin job. We're looking for someone who thrives on variety, creativity, and making a real impact. One moment you'll be keeping our leadership team running smoothly, the next you'll be shaping our voice online, creating engaging content, and driving campaigns that raise awareness of our work across Swansea and beyond.

If you love being organised *and* creative, if you're as happy scheduling social posts as you are scheduling meetings, this role puts you right at the heart of our charity's growth and story.

### Responsibilities

#### What You'll Do

You'll be our go-to person for keeping things running smoothly behind the scenes while also amplifying our work to the wider world. That means:

#### Keeping us on track:

- Supporting the CEO, Company Secretary, and Fundraising Manager with day-to-day admin.
- Managing correspondence, writing reports, and keeping our systems organised.
- Helping with HR processes like onboarding and note-taking.

#### Telling our story:

- Owning our social media channels – growing reach, sparking conversations, and showcasing the difference we make.
- Updating and improving our website to keep it fresh, user-friendly, and SEO-optimised.
- Designing eye-catching content and promotional materials for campaigns, events, and fundraising drives.

#### Making events & fundraising shine:

- Helping plan and promote community events and fundraising activities.
- Boosting campaigns with digital promotion and on-the-ground support.
- Keeping our fundraising platforms and collection systems running smoothly.

### What We're Looking For

We want someone who's got:

### Hiring organization

Faith in Families

### Base Salary

£ 24,309

### Date posted

10 September 2025

### Valid through

28.09.2025

### APPLY NOW

APPLY NOW

- Strong organisational and admin skills.
- A flair for digital marketing, social media, and content creation.
- Website management experience (WordPress or similar).
- An eye for design (Canva, Adobe Express, or similar).
- Confidence with copywriting, communications, and storytelling.
- A genuine interest in community, charity, and making a difference.

A Level 3 qualification in Business Admin, Marketing, Communications – or equivalent experience – will help, but more important is your ability to juggle the practical and the creative with confidence.

### **Why Join Us?**

At Faith in Families, no two days are the same. You'll be part of a small, passionate team where your ideas matter, your creativity is encouraged, and your work directly changes lives. It's the perfect role for someone who wants to build their career in communications and charity admin while making a tangible difference in their community.

Does this sound like you? We'd love to hear from you.

### **Job Benefits**

#### Benefits

- A rewarding role supporting vulnerable children and families directly.
- A caring and supportive team environment rooted in community values.
- Training and development tailored to the role.
- Access to staff wellbeing support and internal services.
- The chance to shape the way essential goods reach those most in need.

-7.5% employer contribution to pension scheme

-Holiday and sickness pay entitlements that increase with service

#### Notes

Please provide a CV and covering letter outlining your suitability for the role