https://faithinfamilies.wales/job/communications-and-administrative-coordinator/

Communications and Administrative Coordinator

Description

Please Note: This role is a temporary position providing maternity cover.

Job Purpose/Summary

To provide comprehensive administrative and communications support to the CEO, Company Secretary, and Fundraising Manager. This role combines traditional administrative duties with a strong focus on digital marketing, social media engagement, website management, and promotional content creation. The post holder will play a key role in enhancing the charity's visibility, supporting fundraising efforts, and ensuring smooth internal operations.

Responsibilities

Key Responsibilities

1. Administration & Operational Support

- Provide day-to-day administrative support to the CEO, Company Secretary, and Fundraising Manager.
- Draft and produce letters, reports, records, and meeting minutes.
- Manage correspondence, including emails and phone calls, and liaise with stakeholders.
- Organise supplies, training bookings, and equipment purchases.
- Support HR processes including onboarding and note-taking for HR meetings.
- Maintain accurate data entry and filing systems (both digital and physical).

2. Communications & Marketing

- Manage and update the organisation's website, ensuring content is current, engaging, and SEO-optimised.
- Develop and implement strategies to grow the charity's social media presence across platforms (e.g., Facebook, Instagram, Tik-Tok, LinkedIn).
- Create and schedule engaging content to promote events, campaigns, and organisational news.
- Monitor analytics and engagement metrics to inform content strategy.
- Collaborate with the Fundraising Manager to design promotional materials, digital ads, events and campaigns.

3. Events & Fundraising Support

- Promote events through digital channels and community outreach.
- Support the administration of fundraising platforms and initiatives (e.g., Collection Boxes, Localgiving and more).
- Assist in the planning and execution of fundraising campaigns and community events.

4. Governance & Compliance

- Facilitate and minute Board and Senior Management Team meetings.

Hiring organization
Faith in Families

Employment Type
Temporary

Job Location
Cwtch Mawr Multibank,, SA7 0AQ, Swansea, Llansamlet

Working Hours
37 hours per week (Monday-Friday)

Base Salary
£ 24,309

Date posted
9 July 2025

Valid through
28.07.2025

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- Ensure compliance with data protection, safeguarding, and health & safety policies.
- Maintain centralised records for risk assessments and statutory requirements.

Qualifications

Essential Skills & Experience

- Strong administrative and organisational skills.
- Level 3 or equivalent in Business Administration, Marketing, Communications or related experience.
- Experience managing websites (e.g., WordPress or similar CMS).
- Proficiency in social media management and content creation.
- Basic graphic design skills (e.g., Canva, Adobe Express).
- Understanding of SEO and digital marketing principles.
- Excellent written and verbal communication.
- Ability to work collaboratively and independently.

Job Benefits

•Salary that meets at least the Real Living Wage.
•Holiday entitlement that increases with length of service to a maximum of 33 days plus 8 bank holidays (based on full time equivalent of 37 hours per week).
•Sickness pay that increases with length of service to a maximum of 6 months full pay and 6 months half pay.
•Stakeholder pension scheme, with 7.5% employer contributions.
•Learning and Development opportunities