



Poole Communities Trust

Digital Communications & Engagement Creator - Job Description

Part-time: 10 hours per week, 8.45-1.45 Tuesdays and Thursdays

Salary: £13.44 per hour

Fixed term contract: 20 weeks from November 2026 with the aim to extend if we are successful in achieving additional funding.

Role Purpose

To market Poole Communities Trust to the communities, we serve, partners and funders and ensure we communicate clearly and effectively the services we offer.

Key Relationships

Reporting to: Charity Manager

Other key relationships: Local communities of Bourne, Branksome and Turlin Moor including adults, children and young people, volunteers, colleagues and local community organisations.

Key Areas of Responsibility

1. Developing and implementing digital campaigns that promote community involvement and raise awareness of key initiatives.

2. Managing social media platforms to engage with followers, advertise events and our offer, respond to enquiries, and amplify the voices of community members, particularly young people and adults.

3. Maintaining a photo and video library for use in marketing campaigns and for reporting back to funders on social impact.
4. Collaborating with colleagues to ensure consistent messaging across all digital platforms. Ensure use of our 'house style' for all marketing materials. Brief volunteers on our social media policy.
5. Gathering and analysing data to track engagement metrics and optimise future campaigns.
6. Facilitating online conversations, hosting virtual events, and creating multimedia content (e.g., videos, blogs, podcasts) to encourage community participation.
7. Ensuring inclusivity and diversity in outreach efforts, representing the perspectives of a broad range of community voices.
8. Assisting with community events throughout the year, including themed events and family fun days in each of our three communities. This includes producing marketing materials, engaging with partner organisations to get them involved and undertaking research on the impact of the events. The candidate will also support the organisation of the events, as part of the PCT team.
9. Organising and participating in the front of house rota for our two community centres.
10. Participating in team meetings to ensure good communication and team working across our areas and undertaking training.
11. As the Trust is a small organisation which works very much with a team ethos, the post holder will need to be very flexible and be expected to cover a range of other tasks as required.
12. Post holder will be based at Bourne Community Hub, BH12 4DY with duties across Turlin Moor, Poole and Branksome Centre, BH12 2EA.

Person specification

Strong communication skills, creativity in content creation	Essential	Evidenced at interview, in application and previous experience
---	-----------	--

Good face-to-face communicator with diverse members of our local communities, including adults and children	Essential	Evidenced at interview
Passionate about making a difference to our communities	Essential	Evidenced at interview
A team player with a positive attitude who listens and responds positively to feedback and can do the same for others	Essential	Evidenced at interview, in application and in references
Ability to write clearly using plain English for use in marketing materials, website, social media posts.	Essential	Evidenced in application and at interview
Understanding of digital tools and platforms to foster engagement and growth in online communities.	Essential	Evidenced at interview
Willing to train as a First Aider	Desirable	Evidenced at interview
Willing to undertake safeguarding training	Essential	Evidenced at interview
Knowledge of WordPress	Desirable	Evidenced at interview
Confident, resourceful, and proactive, with plenty of initiative and a problem-solving approach	Essential	Evidenced at interview, in application and in references
Able to undertake some weekend and evening work with advance planning	Essential	Discussed at interview
Shows commitment to equality and wants to practically implement this at work	Essential	Discussed at interview
Able to travel between three community hub/areas in Branksome, Bourne and Turlin Moor	Essential	Discussed at interview and referenced in application
Strong IT skills including updating website, crowd funding and updating social media	Essential	Evidenced at interview and in application
Can demonstrate a clear understanding of the need to apply	Essential	Evidenced at interview. This post is subject to an Enhanced Disclosure

the safeguarding policy and procedures		and appropriate references
Committed to maintaining confidentiality and data protection	Essential	Evidenced at interview, in application and in references
Good at following tasks through to their completion, well organised with good time management	Essential	Evidenced at interview, in application and in references
Understanding of the need for professional boundaries	Essential	Evidenced at interview and in references

Application

To apply please send a completed Application Form & Equality and Diversity Monitoring Form to AdminPCT@poolecommunitiestrust.org.uk - **Deadline Sunday 25th October – 11pm**

Subject to DBS checks and references, which will be obtained upon a successful application.