



**SUDBURY AND SOUTH SUFFOLK
CITIZENS ADVICE**

JOB VACANCY

PR OFFICER

Sudbury & South Suffolk Citizens Advice are looking for an experienced Public Relations Officer to become a key part of our team. This exciting and varied role is crucial in raising the profile of our charity. You will be developing and implementing a range of publicity and PR activities aimed at a variety of audiences to increase awareness of our advice services, build the organisation's profile, generate support and demonstrate our positive impact on people's lives.

The successful applicant will be welcomed into a varied and enthusiastic team of volunteers and paid staff based at our Sudbury office

Job Title: PR Officer

Hours: 7 contracted hours per week with further ad hoc hours available when needed.

Salary: £14.69 per hour

Type of contract: Permanent (subject to 6 months' probation)
Office/Home based with travel in Babergh District

Publicity & Communications Officer

Job Description & Person Specification

Job Title: Publicity & Communications Officer

Salary: £14.69 per hour

Hours: We are offering a contract at 7 hours per week with additional hours when needed as the workload will increase at various times through the year.

Contract: Permanent

Reporting to: Chief Officer

Purpose of Job: Responsible for publicity and PR activities to raise awareness of our services, build the organisation's profile, generate support and demonstrate our impact.

Main Duties:

- Demonstrate our impact through use of information, statistics, and case studies
- Produce our Annual Impact Report
- Produce and distribute press releases
- Develop links with local media
- Develop close links with local support groups and organisations to raise awareness of and promote our services through meetings, presentations and publicity stands.
- Produce and distribute our organisational leaflets and other relevant promotional and information materials
- Manage the organisation's use of social media

Essential:

- Proven experience as a Public Relations Officer or similar PR role
- Background in researching, writing and editing publications
- Proficient in MS Office, Excel, PowerPoint, Publisher, and social media
- Strong communication skills (oral and written)
- Experience of public speaking/delivering presentations
- Excellent organizational skills
- Ability to multi-task and work under pressure

Personal Skills and Qualities

- Able to work as part of a team that includes staff and volunteers
- Able to communicate with both individuals and local organisations
- Self-motivation
- Knowledge and understanding of Citizens Advice desirable but not essential as training can be provided for the right candidate

If you are interested, please contact recruitment@sudburycab.org.uk for an application form:

Closing date for applications: 23rd September 2024