Psychotherapy and Counselling Union

COMMUNICATIONS AND ADMINISTRATION MANAGER

Job Description and Person Specification

General

Hours: 44.5 hours per month. 10 hours per week, spread over at least three days in each week

Rate: £11,214 (pro rata from a full-time salary of £40,950)

Location: UK Remote

Job Overview

The **Communications and Administration Manager** is the lead for the production and quality of the union's internal and external communications, including digital content and maintenance of the website, and for ensuring that administrative systems and procedures operate efficiently.

Job Description

- Create and edit content for various communication channels, including newsletters, website copy, social media posts, and press releases – both on own initiative and in liaison with NEC members and other staff
- Manage and update the PCU website, ensuring content is accurate and engaging.
- Assist in organising and coordinating events and internal meetings including events using Zoom
- Assist with the design and preparation of print media materials such as leaflets and flyers

- Promote the smooth running of the union by supporting and updating the union's administrative processes and procedures as appropriate

- Support the union to ensure that policies and procedures are GDPR compliant

- Oversee the work of any administration subcontractors to ensure that agreed services are carried out according to the contract terms.
- Line manage any directly employed admin staff, providing support and ensuring that work is being done effectively and efficiently.
- Any other reasonable duties that may be required

Person Specification

1. Skills and Experience

Essential

- Demonstrated success in digital campaigning, including social media, of at least one year

- Experience with Facebook, Bluesky, LinkedIn and willingness to engage with newer and emerging platforms

- Experience of updating web content through content management systems

- Excellent word processing skills

- Excellent IT skills

Desirable

- Familiarity with WordPress

- Experience of doing work for trade union, third sector and/or campaigning organisations

- Interest in planning and promoting campaigns

- A good understanding of the implications of GDPR and the Data Protection Regulation 2018

2. Qualities

- Understanding of and sympathy for the aims and values of the trade union movement

- Excellent organisational and time management skills

- Ability to work independently and prioritise and manage workload without close supervision

- Excellent interpersonal skills

3. Links

- Work closely with the General Secretary

- Meet regularly with a designated member/s of the National Executive Committee

- Occasional attendance at National Executive Committee meetings

- Regular communication with PCU Administrator

- Communication with branch secretaries