



Communications Coordinator, Our Sale West

Part-time: 14 hours per week

Salary: £26,000 full-time equivalent

Contract: October 2028

Location: Based in Sale West Youth Centre, Newbury Avenue, Greater Manchester

Hours: Flexible working pattern across the week with at least one full day in the office. Some evening and weekend work required on occasions

Line Manager: Project Development Manager

Benefits

- 25 days holiday pro rata plus bank holidays
- Pension scheme
- Supportive, friendly team culture
- The chance to make a real difference in your local community
- Flexibility to balance work and life

About Our Sale West

We speak up for the needs of our community, working with and for local residents to build a stronger community. Our aim is to help everyone in Sale to live healthier, happier lives and to reach their full potential.

We listen, we connect people together, and we help make the things happen that are important to our community. From family fun days and community trips to lunch clubs and a bike hub, from training courses to things for young people to do in the evening.

Based at the Sale West Youth Centre, we also run the Sale Support Hub, providing advice and support to people facing cost-of-living and other challenges, open five days a week.

Our board is made up of Sale residents who help shape the work we do. Together we are building a more connected community.

Find out more: www.oursalewest.co.uk

The role

Why this role matters

This is a chance to use your communication skills to make Sale a better place for everyone who lives here. You'll connect our community charity with residents - whether that's letting families know about upcoming activities, sharing stories that demonstrate the difference we make, or making sure people who need support know where to find it.

You'll work across everything from social media and newsletters to posters and website updates. It's hands-on, varied, and always focused on real people and real impact.

Purpose of the role

The role is responsible for delivering our communications activities across our channels - website, email and social media - helping us to reach wider audiences with content that's engaging, relevant and on-brand. You'll also identify opportunities to raise the profile of Our Sale West and tell stories about our impact.

This is an excellent opportunity for someone at the early stages of their communications career who wants to gain hands-on experience and further develop skills. The ideal candidate will be proactive, highly organised and collaborative.

Key responsibilities

Telling our story and connecting with our community

- Work with staff and volunteers to capture stories, photos and videos that show what we do and why it matters.
- Develop communications plans for the charity as a whole and specific campaigns.
- Make sure all our communications are clear, accessible and inclusive, using plain language that everyone can understand.
- Seeking opportunities to reach wider audiences in Sale.
- Promote our events, activities and support services across all our channels.
- Design eye-catching posters, flyers and promotional materials using Canva.
- Support the team to create their own materials when needed, providing guidance on accessibility and branding.
- Help write and design reports and presentations that share our impact.

Social media

- Manage our social media channels (Facebook and Instagram), ensuring a consistent tone of voice.
- Create and schedule engaging and accessible content for social media (Facebook, Instagram), posting 3-4 times weekly about our projects, community stories and impact.

- Develop and maintain a content calendar.
- Monitor engagement and respond to comments and messages on social media.

Email communications

- Write and send monthly email newsletters to supporters, volunteers and community members using Mailchimp.
- Ensure content is audience-appropriate, and emails are accessible and well-designed.
- Monitor and evaluate the effectiveness of our email communications.
- Grow our email subscriber base.

Website

- Update and maintain our website using WordPress.
- Create new website content for our blog, ensuring copy is relevant, engaging and up to date, and meets best practice for accessibility, SEO and user experience.
- Set up Google Analytics and monitor and evaluate how the website is being used.

Working together and administration

- Build positive relationships with partners, funders and community groups to support our communications efforts.
- Capture and store photos and videos with full consents in place, and in line with data protection and safeguarding policies.
- Provide communications evidence for monitoring reports as needed.
- Stay informed about what's happening in Sale and the wider community sector.
- Work within agreed budgets and timelines.

Person specification – what you'll bring

Essential

Experience, skills and knowledge

- A year or more of experience in a communications or marketing role
- Understanding of the principles of marketing and communications
- A track record of creating impactful content for social media
- Experience creating and maintaining engaging and accessible website content
- Experience using design tools like Canva to create engaging and accessible promotional materials
- Skills in using digital platforms (e.g., email marketing tools like Mailchimp; website content management systems like WordPress; Canva, Google Analytics, Facebook, Instagram)
- Excellent online writing and editing skills and the ability to tailor content for different audiences
- Understanding of accessible and inclusive communications

Characteristics and approach

- Proactive attitude and initiative to anticipate needs
- Combine creativity with an eye for detail
- Confident using common digital tools and able to learn new ones quickly
- Organised and able to juggle multiple projects at once
- Good at building positive relationships with different people and groups
- Comfortable working both independently and as part of a small, busy team
- Commitment to working in a values-led, community-focused way

Desirable

Experience

- Work in the charity or community sector
- Experience engaging diverse community audiences

Skills

- Writing communications plans
 - Evaluating communications activity and identifying opportunities for improvement
 - Video production and editing skills
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How to apply

We'd love to hear from you if you think this role could be a good fit.

To apply, please send us:

1. Your CV – no more than 2 pages

2. A covering letter – no more than 2 pages, telling us:

- Why you're interested in this role and Our Sale West
- How your experience and skills match what we're looking for
- What you think you could bring to the role

3. Contact details for two referees – we'll only contact them if we offer you the role

Send your application to: clare.standish@oursalewest.co.uk/enquiries@oursalewest.co.uk

Deadline: Monday 13th April 2026

Interviews: 20th/21st April, in Sale

We'll send you more details about the interview in advance, including a short task.

Questions or want an informal chat?

If you'd like to find out more before applying, please contact Clare Standish on 07920291873

Equal opportunities

Our Sale West is committed to equality of opportunity. We welcome applications from people of all backgrounds and particularly encourage applications from people who are currently under-represented in the charity sector.

If you need any adjustments to the application or interview process, please let us know and we'll do our best to accommodate your needs.

Our Sale West is a registered charity (CIO 1171262)

www.oursalewest.co.uk