

Job Description

Marketing and Communications Officer - Maidstone

Please note we will require you to fill out an application form available on our website.

Head Office Location: Howard de Walden, Bluett Street, Maidstone, ME14 2UG

Contract type: Permanent

Salary: £25,000 FTE pro rata (£5,405 pa actual for 8 hours a week all year round)

Hours per week: 8 hours per week initially, spread over 2-3 days working during core hours of between 10am and 2pm. Please note: more hours may become available and can be combined with other roles advertised. Flexible working and term time only arrangements will be considered.

Responsible to: Space 2 Be Me Manager

Holiday allowance: 5 weeks holiday plus bank holidays pro rata

Closing Date for applications: midnight 26th June 2026 although we reserve the right to close recruitment early so we encourage applications as soon as possible

Anticipated start date: ASAP

Space 2 Be Me is a local parent driven charity providing services to families in the Kent districts of Maidstone, Tunbridge Wells and Tonbridge & Malling. We have three strands of work:

1. With disabled children; helping them to gain independence through youth groups, clubs and holiday activities.
2. With their parents via family support work, training, support groups and workshops, helping them to feel less isolated, learn strategies to support their children and build a peer support network.
3. With the whole family; siblings come to some of our clubs and holiday activities and we run at least one family activity a month to local attractions, enabling our families to enjoy quality time together as well as the opportunity to meet other families who are facing similar challenges.

Purpose of the Job:

Space 2 Be Me has around 400 members at any one time and we have grown significantly over the past few years and continues to grow. We are a parent led membership organisation which is driven by the needs of our members.

We have restructured our administrative roles, as there is growing demand in all areas of back office support. This post focuses on the production of marketing materials, raising awareness of the activities of Space 2 be Me, email and social media communications and support of fundraising.

We are seeking someone to help with marketing and promoting our busy little charity and will suit someone who wants to work part time over 2 days a week with some flexible working for 8 hours a week initially - more hours may be available as the role develops and can be combined with other roles.

The post holder will coordinate communications for the organisation, working closely with the Manager.

Main Duties and Responsibilities

- To work within a team to deal with **new enquiries** by telephone, email and in person to the charity.
- To help **produce and distribute marketing literature** which will enhance the awareness of Space 2 Be Me in our area and promote our activities.
- To **communicate with members and supporters regarding activities** and news via emails and marketing platforms such as Mail Chimp and MS Office as well as Social media; to develop our utilisation of such tools to enable better communication.
- To help source and help manage **corporate sponsors** and community fundraising initiatives using traditional and digital fundraising methods.
- To help develop and grow a **fundraising supporter and donor database**
- To work with the Manager on funding bids, help pull together messages from monitoring.
- To undertake and analyse **surveys** from users as required using traditional and online survey tools such as MS Forms.
- To undertake general and specialist training as necessary.
- To work within all Space 2 Be Me policies, procedures and standards of work practice.
- Represent Space 2 Be Me at meetings, exhibitions and networking events as requested. To occasionally deliver **presentations** about Space 2 Be Me and undertake occasional outreach in the community alongside other staff.
- To assist the Manager with general administration duties, including but not limited to, maintaining efficient record keeping and filing systems in accordance with data protection regulations.
- To undertake any other duties within the overall scope of the role, as requested by the Space 2 Be Me Manager and Trustees.

Person Specification

Education/Professional Qualifications:

- Minimum 5 of GCSE's (including English) or equivalent
- Good level of literacy and numeracy (E)

Key Skills and Experience

- Work, volunteering, personal experience of children or young people with additional needs, carers and families (D)
- Experience of dealing with the public in person and on the phone (E)
- Experience of working or volunteering within a charity (D)
- Good communication skills, both written, oral and listening (E)
- Good organisational and planning skills (E)
- Ability to prioritise workload to achieve agreed deadlines with a minimum of supervision (E)
- Excellent IT skills including use of databases and MS Office (E)

- Experience of Mailchimp, social media and marketing tools (D) or a willingness to learn and develop these skills (E)
- Experience of Community Fundraising (D)
- Experience of Corporate or Client Management (D)
- Experience of managing events (D)
- Experience of dealing with the media (D)
- Experience of providing information and support within a voluntary organisation (D)
- Ability to respond effectively to e-mails, letters and documents (E)

Key Competencies and Behaviours

- Empathy and people skills (E)
- Flexible and adaptable approach to work (E)
- Good time-management and organisational skills (E)
- A good communicator with excellent interpersonal skills (E)
- Ability to work as part of a team, also on own initiative and be confident and motivated to work unsupervised and at times alone (E)
- The ability to prioritise and manage your workload (E)
- Ability to work in a diplomatic, professional and confidential manner (E)

Special considerations

- Willingness to undertake an enhanced DBS check (E)

(E) Essential

(D) Desirable

Closing Date for applications: midnight, 26th June 2026 latest, although we reserve the right to close the window of recruitment early so candidates are encouraged to submit their applications as soon as possible.

Please email fiona@space2beme with any queries

If you need a hard copy of the job description or application form please contact fiona@space2beme.org.uk.