

Position: Communications Lead - *Can You Hear Us*  
(P/time flexible 30 hours per week from Aug/Sept 2025 – December 2026)

Based: A blend of working from home, at our base at Building 41, and out in the community.

Responsible to: Programme Producer

Last Updated: July 2025

## **1. Objectives and Responsibilities:**

- 1.1 Oversee all internal and external communications for *Can You Hear Us*.
- 1.2 Develop and implement an effective communication strategy and support the development of the visual identity for *Can You Hear Us*.
- 1.3 Plan, design, and manage the production of all project marketing materials.
- 1.4 Lead on the commissioning and delivery of the digital content.
- 1.5 Undertake any other tasks that can reasonably be required of the role.

## **2. Duties:**

- 2.1 Oversee all internal and external communications for *Can You Hear Us*.
  - Support the development of communication strategies across all delivery partners.
  - Effectively plan and develop content for the Instagram, LinkedIn and Facebook accounts.
  - As required, produce press releases and communicate to media contacts.
- 2.2 Develop and implement effective communication strategy including a visual identity for *Can You Hear Us*.
  - Support the development of the brand identity for *Can You Hear Us* and ensure its effective use throughout the project.
  - Build partnerships with on-island and off-island media channels that offer the opportunity to amplify the programme.
  - Ensure the programme is widely understood and actively supported, with a strong focus on engaging young people and schools.
- 2.3 Plan and manage the design content and production of all marketing materials.

2.4 Lead on the commissioning and delivery of the digital content

2.5 To undertake any other tasks that can reasonably be required of the role.

Ensure that *Can You Hear Us* contributes to and benefits from dialogue with other national and international providers in arts, culture & heritage.

Attend occasional sub Island hubs and sectoral meetings to better understand the needs and challenges of the island.

## Personal Skills

A confident communicator and presenter

Strong writing, editing, proofreading, layout and design abilities.

Professional printing/publishing skills, including ability to present concepts verbally.

Excellent organisational and planning skills

Strong knowledge and understanding of current trends in digital media/social media

Arts, cultural and heritage press and media contacts

Self-motivated.