

# **Sparkle Communications, Community Fundraising & Events Officer**

**Hours of work:** 37.5 hours per week, with the requirement to work evenings and weekends as required and the option to work from home one day per week

**Salary:** £21,000

**Contract**: Permanent

**Base**: Will be required to work at various locations within Gwent

An exciting opportunity has arisen for a Communications, Community Fundraising & Events Officer to join the team at Sparkle.

Sparkle are the official charity supporting the Serennu Children’s Centre, Nevill Hall Children’s Centre and Caerphilly Children’s Centre. Serennu is a state-of-the-art building which provides treatment, care, information, consultations and leisure services for children with disability or developmental delay, reducing the burden on families. Nevill Hall is an integrated children’s centre attached to Nevill Hall hospital which provides treatment, care, information and consultations at the centre. Caerphilly Children’s Centre provides therapy, care and information.

Sparkle’s principles are to ensure that children with a disability or developmental difficulty, and their families, are fully supported to participate in valued childhood experiences and have access to the same range of opportunities, activities, services and facilities as other children.

In this hands on role you will assist with all aspects of community fundraising and communications including taking responsibility for Sparkle’s internal and external communications, graphics, social media, website, printed media and press releases. You will work as part of a team to create and establish a portfolio of fundraising and marketing campaigns and events, create fundraising packs and other marketing materials. You will also work with the team to deliver Sparkle’s family events.

You will play a key role in communicating with our audiences, to raise the profile of the work of Sparkle and all of its services, activities and fundraising, and use your initiative to develop new marketing opportunities.

You will be a confident self-starter with a demonstrable interest in, and experience of, using a range of digital media. You will be motivated, adaptable and have outstanding written and verbal communication skills.

If you are up for the challenge and possess the required skills for this role then apply now!

For more information about Sparkle and this role and for more information on the job description see our website at [www.sparkle](http://www.sparkle)appeal.org

Please note:  Sparkle does not accept CVs alone, a completed application form is required. Applications forms can be downloaded from the Sparkle website and emailed to recruitment@sparkleappeal.org

Sparkle reserves the right to close applications after 24 hours should sufficient applications be received, therefore we suggest interested candidates apply early.

Please note that the job will close on 8th December 2021.