Operational Support Officer

Role Description

**Fixed-term employment contract, 2½ days/week, 6 months, £22k pa pro rata.**

**Report to:** Alana Sinclair, Manager

**Deputy:** Nicole Barton, Volunteer and Events Organiser

**Purpose:**
- Helping to ensure the smooth running of CCF’s day to day operations
- Supporting the running of in person and online events
- Maintaining office administrative systems
- Keeping our website and communications up to date

**Your main activities, working with the Manager and other CCF staff will be to:**
- Monitor emails and social media and responding to queries
- Organise the office and event materials
- Support publicity efforts, sending out press releases, promotional emails etc.
- Assist with transporting and setting up equipment at our events (may require some heavy lifting)
- Assist with equipment loans, ensuring all loan processes are followed and items are maintained in good working order
- Help keep accurate records of our activities, including attendee and volunteer data, event feedback, photography and video, press coverage etc.
- Assist with data collection and statistics to monitor and evaluate our activities
- Organise and collate content for our Annual Report
- Organise and upload content to our website, social media, and newsletter
- Review the website on a regular basis to ensure it is kept up to date
- Other tasks that help support the smooth operation of our organisation and activities

**Conditions:**
- Work will be undertaken primarily from the CCF Office, with some home working
- Some weekend and evening work required with time off in lieu given
- 25 days holiday plus Bank Holidays
- Flexible working arrangements
- Enrolment in our pension scheme