

Job Title: Marketing and Communications Coordinator

Organisation: South Northants Volunteer Bureau (SNVB) with a site in Daventry and community working expected.

Location: Based at: Riverside Centre, Islington Road, Towcester with a site in Daventry and community working expected.

Salary: 28,860 – 30,784 pro-rata

About SNVB and Position Overview

South Northants Volunteer Bureau (SNVB) is a leading Local Infrastructure Organisation dedicated to championing volunteering, community groups, and grassroots projects across rural West Northamptonshire. With nine vibrant social action projects supporting residents from birth and throughout life; we are at the heart of local life

Our **Marketing and Communications Coordinator** will be the creative spark that connects our vital services with the people who need them. By bringing together the voices of our volunteers and community groups, you will shine a light on the incredible impact of the VCFSE sector while driving our fundraising and volunteer recruitment. We're looking for a passionate storyteller—someone who loves finding the "heart" of a project and sharing it in a way that inspires, engages, and brings our community closer together.

The Role

The role will be varied and flexible with a range of opportunities. We are open to the role being part-time with a minimum of 28 hours a week or full-time at 37 hours per week. Some of the tasks you can expect to fulfil are as follows:

Promotion

Working closely with our Service Leads, you will deliver creative promotions for our social action projects, ensuring every campaign aligns with our wider organisational strategy. You'll be a collaborative force—attending local events to engage directly with residents and community groups, while using your design skills to craft everything from bespoke social media content and website updates to eye-catching leaflets and posters. By managing the production and distribution of these materials, you will raise awareness of our work, boost volunteer recruitment, and facilitate networking across the district. Above all, you'll act as a digital champion, ensuring our stories are shared widely across the sector and lending your marketing support to partner charities and community groups to help the whole VCFSE family thrive.

Engagement

You will be the guardian of our brand, creating a vibrant and consistent visual identity that runs through everything we do—from designing bespoke logos and project templates to ensuring our online platforms look professional and cohesive. Beyond the visuals, you'll play a hands-on role in community engagement, connecting with beneficiaries to gather vital impact data and feedback that helps us co-produce even better services. By crafting inclusive content and signage, you will actively work to reduce barriers for those accessing our support. You'll also be a key relationship builder,

fostering strong links with sector partners and funders while keeping everyone informed through the creation and distribution of engaging e-bulletins.

Fundraising

To ensure the financial sustainability and growth of our projects, this role places a strong emphasis on successful fundraising. You will be instrumental in transforming our community stories into compelling cases for support, driving income through creative digital campaigns, community appeals, and targeted events. By effectively communicating our impact to donors and grant-providers, you will secure the vital resources needed to keep our nine social action projects thriving, ensuring we can continue to serve the West Northamptonshire community for years to come.

Person Specification

We are looking for a creative powerhouse who can produce high-quality, engaging digital content and marketing materials tailored for diverse audiences. You will have a sharp eye for detail and strong project management skills, comfortably balancing independent work with a collaborative team spirit.

Key Qualities:

- **Creative & Tech-Savvy:** Skilled in using design tools (Canva/Adobe), social media scheduling, and AI-assisted content creation.
- **Communicator:** Approachable and friendly, with the ability to engage and build rapport with a wide range of people.
- **Analytical:** Comfortable using data and analytics to guide marketing decisions.
- **Visual Storyteller:** Ability to capture high-quality photos and videos that tell a compelling story.
- **Proactive & Resilient:** A "solution-oriented" thinker who shows genuine initiative and brings energy and enthusiasm to every task.
- **Reliable:** Trustworthy, highly adaptable, and committed to professional integrity and continuous improvement.

At SNVB, we're all about working together to make a difference! Beyond your main projects, we want you to jump in and support our wider events, team meetings, and promotional activities whenever needed. Being an ambassador for our values means staying safe, being inclusive, and growing alongside us through ongoing training and development. Ultimately, we're looking for a flexible teammate who is happy to lend a hand wherever it's reasonably required to help our community thrive and our organisation succeed.

Ready to join the team?

We'd love to hear from you! To apply, please send your CV and a brief cover letter outlining why you'd be a great fit for the role to helen.heng@snavb.org.uk

If you have any questions before applying, don't hesitate to reach out for an informal chat, we're excited to hear from you.

Closing date for applications is 12th June 2026.