



JOB DESCRIPTION

Job Title:	Marketing and Communications Leader
Responsible to:	Chief Executive
Salary:	Circa £28,000 depending on experience
Hours:	Flexible (Full Time hours are 37.5 per week)

Key Tasks:

- To develop and expand the business and income base of the Hampton Trust
- To seek out new areas of income and business opportunities and in particular, ensure that the Hampton Trust is best placed to exploit new opportunities to secure contracts.
- To plan and organise Marketing strategies.
- To communicate a flow of internal and external information material through a range of appropriate media. These will include printed material, online sites, newsletters and the giving of regular personal presentations to selected Targets, such as community groups, news media, elected politicians, client commissioners and their front line staff.
- To research, write and submit tenders to a range of commissioners of services, foundations and businesses.
- To contribute to the senior leadership of the charity.
- To work with the Chief Executive and the Board to develop longer term business development strategies.

General Tasks

- To participate constructively in supervision and appraisal sessions and undertake appropriate professional development.
- To comply with the Trust's policies and procedures, with particular emphasis on Safeguarding, Quality and Health and Safety.
- To comply with and uphold the values of the Trust and be a good ambassador for the Trust at all times.
- Attend and contribute to the team meetings, promote equality and anti-oppressive practice.
- Undertake any other duties which support and augment the Hampton Trust as agreed with the Chief Executive.

January 2012