



The Role: Monitoring and Promotions Officer

Salary: Band 1b
Starting salary £24,015 (pro rata) rising to £24,530 (pro rata) following successful probation

Hours: 25 hrs. per week

Base: Carers Federation, Christopher Cargill House, 21 – 23 Pelham Road, Nottingham, NG5 1AP

Accountable to: Carers Federation, Carers Hub Service Manager

Reference: CH/HQ/MP

Join us at Carers Federation and make a lasting impact on the lives of unpaid Carers across Nottinghamshire County and Nottingham City.

We are looking for an experienced Monitoring and Promotions Officer to Join Carers Federation, Carers Hub Support Service across Nottingham City and Nottinghamshire County.

The successful candidate will be part of a dynamic team dedicated to supporting Carers and Communities to identify Carers and enable access to Carer support services.

Job Role:

As the Monitoring and Promotions Officer you will be responsible for analysing and collating information from various sources and presenting it for regular reporting requirements. You will develop and coordinate promotional material for the service website, social media platforms, events and other marketing activities. You will present information in a clear and user friendly manner to our diverse community

Requirements:

- Good interpersonal and communication skills
- Good analytical skills
- Good problem solving
- Good creative skills to present information in an attractive, clear and “user friendly” way
- Confident user of Microsoft Excel and experience of using databases and other IT programmes



- Experience of data analysis/monitoring and report writing
- Experience of creating and maintaining website and social media material
- Experience of developing material to promote services (eg posters/flyers etc)
- Proactive “can do” approach
- Understanding of how to present information to a diverse community
- Ability to manage own workload
- Good understanding of GDPR and confidentiality
- Ability to work independently and as part of a team
- Office based: Carers Federation, Christopher Cargill House, 21-23 Pelham Road Nottingham NG5 1AP

If your experience and interests align with our requirements, join us and help make a difference in the lives of Carers.

We welcome diversity and encourage applicants from all backgrounds to apply.

We welcome an informal discussion about the roles – please contact:-

Jo Parkin, Service Manager j.parkin@carersfederation.co.uk

Roz Lynch, Carers Lead r.lynch@carersfederation.co.uk

This post is subject to medical, reference and enhanced DBS checks.

“Striving to promote equality and diversity throughout our service.”

Please apply online at www.carersfederation.co.uk and complete the application form. If you require any assistance please e-mail recruitment@carersfederation.co.uk

Please quote the reference when applying for this role.

Carers Federation operates a smoke free site policy. Smoking is not permitted on any of our premises.

Carers Federation Limited is registered in England as a company limited by guarantee.