



Lockerbie Old School

Communications Officer

20 Hours a week, 12 month initial contract

£12,600 pro rata (£21,840 full time equiv). £12 an hour

The Lockerbie Old School Community Hub (LOS) are a registered charity working to help regenerate the DG11 area by repurposing the town's old Victorian primary school into a vibrant wellbeing and enterprise centre.

Following a successful grant application to Annandale & Nithsdale Community Benefit Company (ANCBC) & The Lottery's Awards for All Scheme we are looking to recruit a Communications Officer. You will be the 'face' of the project within the community, providing social media and marketing support, creating and running appropriate community events, managing the content on our website and providing admin support to the Lockerbie Old School Team.

We are looking for someone with experience in creating and managing social media content, running community events and working with the public. You will need brilliant attention to detail, have great ideas and customer service skills, be forward thinking and have great administrative skills. This is an exciting position within our organisation and is key in continuing to help us engage with the local community and to continue to build momentum for our project.

The job is employed and is initially for 12 months but will be extended subject to securing additional funding. It is 20 hours a week, we anticipate this will be spread over 5 days at hours to suit both the successful candidate and the Board, with occasional evening and weekend work. It will be based within Lockerbie Town Centre.

You will have good knowledge of Microsoft Office, social media platforms and media apps like Canva. You will be able to work independently, with initiative, and have good verbal and written communication skills, experience in marketing would be beneficial. Experience of the voluntary sector or community-oriented work, and website content writing would be an advantage, along with experience of event planning or producing press releases and newsletters.

Duties will include, but are not limited to:

- Managing our marketing, social media accounts & our website - Facebook, Twitter, Instagram, Tiktok, Linked In. Creating engaging content for both online and print sources. Newsletter and press release creation.



- Creating and running an exciting schedule of community appropriate events.
- Engaging with the community and local organisations to publicise the project and build a cohesive & resilient future for the DG11 area.
- Providing administrative support to the charity – e.g electronic filing, arranging meetings, printing, assisting in producing report and funding applications.

How to Apply

Please provide a CV and covering letter of no more than 500 words, identifying what interests you about this opportunity, why you feel you are suited to the role and why you would be a great addition to our small team. For informal enquiries please call Jen, Project Development Manager on 07471 741771

Please email: projectmanager@lockerbieoldschool.org

Short Version

Communications Officer, Based in Lockerbie Town Centre

20 Hours a week, 12 month initial contract (Additional funding is being sought till 2025 with the possibility of it becoming full time after initial 12 months if needed)

£12,600 pro rata (£21,840 full time equiv). £12 an hour

The Lockerbie Old School Community Hub (LOS) are a registered charity working to help regenerate the DG11 area by repurposing the town's old Victorian primary school into a vibrant wellbeing and enterprise centre.

You will be the 'face' of the project within the community, create social media and marketing content, host and organise community events and provide administrative support to the charity.

We are looking for someone with experience in creating and managing social media content, marketing, running community events and engaging with the



public. For this role you will need to be community focused, have attention to detail, have great ideas and be forward thinking.

You will have a good knowledge of Microsoft Office and social media platforms. You will be able to work independently, with initiative, and have good verbal and written communication skills, experience in marketing would be beneficial as would experience in website content editing, social media management and event planning.

Please provide a CV and covering letter of no more than 500 words, identifying what interests you about this opportunity, why you feel you are suited to the role and why you would be a great addition to our small team. For informal enquiries please call Jen, Project Development Manager on 07471 741771

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