



# Head of Communications and Fundraising

Are you passionate about communications and supporting local communities? Join our friendly, close-knit team and drive the development of our community engagement and communications work.

## **Head of Communications and Fundraising**

**£31,621 pro rata (salary for 30 hours £25,639)**

**Part time, 30 hours per week**

**Permanent**

**Flexible home working with some travel across East Herts**

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### **About us**

Citizens Advice East Herts provide free, confidential and impartial advice on any subject. We are an independent, local charity and a member of the Citizens Advice network. Last year we helped nearly 9,000 people.

This is a great time to join our organisation. Our new strategic plan focuses on ensuring that clients can easily access our advice service; that we have sufficient skilled advisers to help clients with their advice issues; and that we actively reach out to people whose problems cannot be solved by phone or digital advice.

### **About the role**

Communications, community engagement and fundraising are central to delivering our goals, and as a member of the Senior Leadership Team, you will be key to ensuring that we meet client needs – now and in the future.

Our ideal candidate will have communication and also fundraising expertise, however having superb communication and interpersonal skills are more important. Additionally, being able to think strategically and also build relationships with a wide range of people are key to the success of this role.

Citizens Advice values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from people of all background particularly from disabled and Black, Asian and Minority Ethnic people, as they are currently under represented in our workforce.

## **Benefits**

We offer our people as much flexibility and autonomy as possible; we all work from home with travel to community locations in East Hertfordshire as required and so access to a car is essential.

For a full list of benefits please refer to the job pack available on our [website](#).

## **How to Apply**

**Please visit our [website](#) for more information on what we do and how to apply.**

If you want to chat about the role further, you can contact Laura Hyde, Chief Executive by emailing [hydel@citizensadviceeastherts.org.uk](mailto:hydel@citizensadviceeastherts.org.uk) or phoning 01920 459931

**Application deadline:** 9 December 2021 9am

**Interviews:** Interviews 16 December 2021

<https://citizensadviceeastherts.org.uk/paid-staff-vacancies/>