

Shared Space

Creative Communications and Project Worker

Job Description & Person Specification

1. Role Overview

Key Details	Information
Job Title	Creative Communications and Project Worker
Lead Employer	Shared Space (in close partnership with Church from Scratch)
Reporting To	Operations Manager
Responsible To	Shared Space Trustee Board
Hours per Week	15 hours per week (across both Shared Space and Church from Scratch)
Contract Type	12-month fixed term initial appointment as we develop and grow this area of work. We hope to continue the role beyond the initial contract period, subject to ongoing needs of Shared Space and available funding.
Direct Reports	No direct line management responsibility

Key Details	Information
Normal Place of Work	Shared Space Stores (Westcliff & Southchurch) <i>Office based at Westcliff but expected to be flexible based on operational needs and to enhance communication across all current and any future stores.</i>

2. About Us & Mission Alignment

Shared Space & Church from Scratch Partnership

Shared Space is a growing network of Christian charity stores working in close foundational partnership with Church from Scratch. Together, our work with the community transforms lives through life-changing volunteering opportunities, distributing grants to local organisations, and expressing Christian faith through word and action to foster personal growth, improved well-being, and a more just world.

Dual-Organisation Scope

While Shared Space serves as the official lead employer for administrative and line-management purposes, this role directly serves both **Shared Space** and **Church from Scratch**. The post-holder will deliver communications, digital presence, and project support across both entities, creating seamless, joined-up messaging that highlights our shared mission and collaborative initiatives.

3. Role Purpose & Impact

- **Radical Inclusion & Values:** Ensure the Christian values, beliefs, and ethos of both Shared Space and Church from Scratch shine through all communications and content as radically inclusive organisations.
- **Dual Brand & Creative Direction:** Provide creative direction across internal and external materials, flyers, brochures, presentations, online posts, and written content for both organisations, maintaining brand consistency for each while highlighting joint projects.
- **Digital Presence:** Oversee and create content for social media accounts and public-facing communications across both Shared Space and Church from Scratch.

- **Partnership & Donor Development:** Identify and assist in building relationships with corporate partners, like-minded organisations, and potential donors, including fund-matching and corporate giving opportunities.
- **Joint Events & Internal Communications:** Assist with upcoming events, key projects, and campaigns across both organisations, producing supporting marketing materials, regular newsletters, and volunteer appreciation features.
- **Shift leading & Operational Flexibility:** Willingness to train in shift leading, and flexibility to support staff/volunteers covering operational gaps when reasonably required.

4. Key Responsibilities & Accountabilities

Online Presence

- Promote the charity's vision and Christian ethos to external stakeholders.
- Create professional and welcoming online material for both organisations.
- Manage and expand organisations social media presence, with lead responsibility for Facebook, Instagram and an expanding remit across LinkedIn and other platforms.
- Build and maintain a LinkedIn presence that volunteers and staff can link their professional profiles to, kept regularly updated with organisational news and impact.
- Create and archive content for future use, ensuring continuity of the online presence.
- Update website news sections or facilitate the linkage of online platforms to regular updates on the website.

Internal Communications

- Contribute to a supportive organisational culture where staff and volunteers feel valued, included, and part of the Shared Space and Church from Scratch family.
- Highlight and celebrate volunteer contributions across stores and sites.
- Support and help develop the relationship with Church from Scratch.
- Oversee SharSpace's electronic and printed communication channels.
- Assist with communications to volunteers about events and opportunities across sites.

External Communications, Donors & Partnerships

- Work with Operations Manager to identify partnerships and strengthen external communications.
- Expand and consolidate Shared Space's and Church From Scratch's online media presence.
- Build the organisations profiles within relevant charity and corporate networks (such as Beacon, Charity Connect, and Charity Excellence) to support visibility, partnerships, and donor engagement.
- Support corporate giving, fund-matching schemes, and partnership campaigns across both platforms.

- Develop donor-facing communications and educational materials to support income generation.

Joint Event & Project planning

- Assist with the planning and delivery of a variation of organisational events, projects, and initiatives.
- Oversee signups, engagement, and publicising of Shared Space and Church from Scratch events.
- Remain as a main point of contact for volunteers and members during the preparation period of events and support with logistics and attendance.

Enabling the Christian Ethos

- Work alongside the Faith Lead and others in creating opportunities for prayer, reflection, and worship across store teams.
- Ensure all activities and communications reflect Shared Space's Christian ethos with warmth, authenticity, and radical inclusion.
- Support increasingly joined-up communications between Shared Space and Church from Scratch, reflecting our closely aligned mission.

Enabling the Shared Ethos & Compliance

- Collaborate with the Faith Lead and leadership teams to embed prayer, reflection, and values across store teams and community projects.
- Ensure all activities reflect warmth, authenticity, and radical inclusion across all touchpoints.
- Ensure full compliance with Shared Space (and Church from Scratch) Policies and Procedures, including Safeguarding, Health & Safety, and GDPR regulations.
- Cover occasional store shifts at Shared Space stores as needed, and be available for occasional evening/weekend working for key events across both organisations.

5. Autonomy & Role Relationships

- **Role Relationships:** Line-managed by the Operations Manager at Shared Space (lead employer), working in close day-to-day partnership with the Church from Scratch leadership team, Vision and Team Lead, Faith Lead, Store Managers, and volunteers across both organisations.
- **Autonomy and Decision-Making:** Operates with significant creative and operational autonomy in executing communications and project deliverables for both organisations. Strategic alignment is maintained in coordination with the Operations Manager, Vision Lead, and Trustees/Leadership of both entities.

6. Person Specification

Skills, Knowledge, and Attributes

Criteria / Requirement	Status	Assessment Method
Shared enthusiasm for the distinct yet aligned visions, values, and Christian ethos of both Shared Space and Church from Scratch	Essential	Application / Interview
Ability to balance priorities and deliver communications/project work for two partner organisations seamlessly	Essential	Application / Interview
Strong written and visual communication skills, with the ability to create engaging content across multiple platforms	Essential	Application / Interview
Proven experience managing social media channels (particularly Instagram and LinkedIn), with the ability to grow reach and engagement	Desirable	Application / Interview
Ability to build professional relationships and networks, including with charity, church, community, and corporate partners	Essential	Application / Interview
Excellent organisational and time-management skills to balance competing priorities across both entities	Essential	Application / Interview
Strong interpersonal and communication skills with a wide range of people in a variety of mediums	Essential	Application / Interview

Criteria / Requirement	Status	Assessment Method
Ability to maintain distinct brand identities for Shared Space and Church from Scratch while promoting joint messaging	Essential	Application / Interview
Willingness to undertake Shift Leader training and take on keyholding/operational shop-floor responsibilities	Essential	Application / Interview
Flexibility and adaptability to cover store shifts at short notice to support staff and volunteers across retail locations	Essential	Application / Interview
An understanding of charity fundraising, donor engagement, or corporate partnership development	Desirable	Application / Interview
Ability to self-start and work with resilience, initiative, and adaptability under pressure	Essential	Application / Interview
Working knowledge of safeguarding, health and safety, GDPR, and other relevant statutory compliance requirements	Essential	Application / Interview / Reference
IT and digital skills (adept in Google Workspace, Office 365 or equivalent, and common content/social media tools)	Essential	Application / Interview
Driving licence and own transport (mileage paid for travel between normal place of work and other locations)	Desirable	Application

Experience

Experience Area	Status	Assessment Method
Working with or empowering socially/economically marginalised individuals or community groups	Desirable	Application / Interview
Experience working in a charity, church, social enterprise, or values-led organisation	Desirable	Application / Interview
Supporting fundraising, donor relations, or corporate partnership activity	Desirable	Application / Interview

Review Statement:

This job description and person specification will be reviewed periodically to ensure it continues to reflect the operational and strategic needs of Shared Space. Adjustments may be made, following consultation, to support the ongoing development of the organisation and the role.