



The Albany  
Douglas Way  
Deptford  
SE8 4AG

[www.thealbany.org.uk](http://www.thealbany.org.uk)

[www.funpalaces.co.uk](http://www.funpalaces.co.uk)

**Role:** Fun Palaces Marketing and Communications Manager  
**Contract:** Fixed Term, 2 years with potential to extend  
**Hours:** This is a part time role of two to three days per week.  
There is some flexibility in how these hours are worked.  
**Pay scale:** This position is currently freelance with a daily rate of £140.  
**In addition:** Fun Palaces is a national (and international) campaign -  
travel across the UK is an essential part of the job.

Fun Palaces functions as a discrete ring-fenced project within the Albany, and is based at the Albany. The Fun Palaces Co-ordinator will therefore be contracted by the Albany.

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## FUN PALACES

Fun Palaces core team (all part-time) supports volunteers, grassroots communities, new and established organisations and practitioners across the UK (and beyond) to make Fun Palaces - free, local events using arts, craft, science, tech, digital, heritage and sport, as a catalyst to celebrate each unique community and the skills and interests of those who live there. The first weekend of October every year is Fun Palaces weekend of action. More than just a weekend, Fun Palaces is an ongoing campaign for cultural democracy, celebrating culture at the heart of communities.

See **About Fun Palaces** for more information.

**What will the role involve?**

The purpose of this role is to design and deliver a year-round marketing and communications plan that responds to Fun Palaces' objectives by: increasing awareness of the work that we do; attracting new Makers to the project; increasing attendance at Fun Palaces and interacting with Makers on our busy social media platforms. The Marketing and Communications Manager will be a key member of a small, close knit team, all of whom contribute to shaping the organisation.

The following is just a guide to the nature of the work and will develop in line with the individual's skills/interests and the needs of Fun Palaces as we grow.

**Responsibilities will include:**

- To plan and manage Fun Palaces' communications strategy.
- To instigate and manage campaigns that raise awareness of Fun Palaces and the work that we do locally and nationally.
- To look after our social media and ensure it has a vibrant and inclusive presence.
- To maintain the website, ensuring the content (including that of the toolkit) is regularly updated and that it continues to meet the needs of Fun Palaces Makers and participants across the country.
- To manage and promote the Fun Palaces podcast.
- To keep in touch with Makers through the writing of a regular newsletter.
- To support Makers to share their stories on social media, blogs, youtube and in the media.
- To plan and implement strategies to retain Makers.
- To liaise with partner venues and Ambassadors to help secure and extend communications support for Fun Palaces.
- Daily active social media community management and day-to-day organic social media posting.
- To use digital analytics to help Fun Palaces make informed communications decision e.g. Google Analytics.
- To research, connect with and sign-up new individuals and organisations as contributors to the Fun Palaces campaign.
- To plan and implement advertising for Fun Palaces as necessary.
- To work with the external press and PR company.
- To support with company photo-shoots and filming.
- To attend Fun Palaces events.

**We are looking for a person with most (but not necessarily all) of the skills and experience listed below:**

- A wide range of communications and/or marketing experience at both a 'grassroots'/local community and national level.
- The ability to communicate effectively with a wide range of people e.g volunteers, press and stakeholders.
- An ability to create and implement innovative marketing and engagement campaigns.
- Experience of running social media channels: Facebook, Instagram, Twitter and LinkedIn.
- Experience of planning and delivering national and local press/media campaigns and/or have managed a press agency.
- Experience of website content management systems.
- Knowledge and experience of print production, digital campaigns, e-marketing and online social networking.
- Proficient use of Photoshop, MS Office packages, Wordpress.
- Team worker with excellent communication skills and the ability to both establish good working relationships and to support and cooperate with others.
- Ability to work effectively under pressure.
- A good eye for design.
- Copywriting, proof reading and written communication skills.
- An understanding and awareness of Data Protection regulations.
- An understanding of the cultural / community sector and Fun Palaces place within it.

We want to encourage a culture where people can be themselves and be valued for their strengths and are therefore keen to hear from a diverse range of candidates from all backgrounds. We will always want different perspectives, experience and knowledge impacting on how Fun Palaces grows and develops, so while you may have a background in the cultural, voluntary and / or community sectors, you may not.

**We especially welcome interest from Black, Asian, Minority Ethnic, D/deaf and disabled candidates. (Please note: equal opps forms are anonymous, so if you want us to know this is you, highlight/mention this in your application)**

**How do I apply for the role?**

**1. Upload** your CV (including two referees) and one of the following:

- a letter (either on paper or emailed) that is no longer than 500 words.
- a video that is no longer than three minutes.
- a voice recording of no longer than three minutes.
- a Power Point presentation of no more than five slides (no more than 500 words).

To this link:

<https://www.dropbox.com/request/YBE1VeMPHJ3Jlf9HQ1fa>

Please make sure your files are all clearly named (with your name). If you are sharing your video via a link, please upload a named file, containing that link.

Everyone will be considered equally, regardless of how they choose to apply.

**2. Tell us why you want to be part of the Fun Palaces team** and give us details of the qualities, skills and experiences you would bring to the role.

**3. Complete the equal opportunities form and upload it as a separate document here:**

<https://www.dropbox.com/request/sfpE7U61XUqH8qTn55Ed>

**4. Access**

If you need to receive this information in a different format, please contact us on [hello@funpalaces.co.uk](mailto:hello@funpalaces.co.uk) or send a voice or text message to 07716 777236. We will ensure we meet the access requirements of all candidates invited to interview.

**5. Timeline**

- Deadline for applications: Monday 21 June at 10am
- All candidates contacted by: Friday 25 June
- Interview: Tuesday 29 June
- Second interview (if required): Friday 2 July

**#FUNPALACES**

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