



## Fun Palaces Communications and Marketing Manager Recruitment Pack 2025



Fun Palaces workshop in Luton June 2025  
Photo by Amie Taylor

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)

### Access queries:

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 07747 182865. **We will ensure we meet the access requirements of all shortlisted candidates invited to interview.**

Hello,

thank you for your interest in Fun Palaces and applying for the role of the Communications and Marketing Manager.

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**Job title:** Fun Palaces Communications and Marketing Manager

**Pay scale:** This position is paid at a daily rate of £180 per day (expected to increase from 1st April 2026).

**Contract:** Fixed Term, freelance or employed, 1 year with potential to extend.

**Hours:** This is a part time role, **two days per week**. There is some flexibility in how these hours are worked, but you will be expected to work on **Tuesdays**, and over the first weekend in October.

**Location:** You will be expected to work from our Deptford office once a week on Tuesday, and wherever you like apart from that. As Fun Palaces is a national (and international) campaign, travel across the UK is an essential part of the job, with the occasional overnight stay.

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

Fun Palaces is a campaign to make the cultural sector fairer, more inclusive, richer and more fun. We do this through year round campaigning and an annual Weekend of Celebration. We strive to celebrate everyone's cultural life, everyone's voice, everyone's uniqueness. So, we take care of each other at work, develop our roles around the people in them, and respect people's lives beyond the workplace. **We are very aware of the structural disadvantages faced by marginalised communities across the sector. If you are someone who experiences racism, sexism, ableism, classism, homophobia or transphobia, then we actively want to hear from you.**

We are looking for a Communications and Marketing Manager to develop Fun Palaces' work. Fun Palaces is funded by The National Lottery Community Fund, and we are grateful to lottery players for their support.

## **Fun Palaces Communications and Marketing Manager**

- > Do you believe that everyone is creative?
- > And that everyone (and every community) has a right to have their cultural life celebrated and respected?
- > Do you want a flexible, varied, inspiring job that you can make your own?
- > Do you enjoy using comms as a tool for social change and community building?
- > Do you care about people, their stories, their cultures, their passions, their issues?

**If your answer to all these questions is yes - you are probably the person we need.**

It doesn't matter to us what your specific background and experience is, but we'd like you to be:

- A clear and creative communicator, who can write fun and accessible copy across different platforms and formats.
- Organised and accurate, and able to keep track of many moving parts.
- Friendly, warm, and able to make a connection with people across and beyond the organisation
- Curious and thoughtful, interested in investigating the impact of your work
- A visual thinker, with an eye for design and a feel for what makes engaging content across digital and print.
- A speedy prioritiser, who can balance different projects with their own priorities and deadlines.
- Someone who believes in community, creativity and culture at the heart of everyday life – and wants to help tell that story.

We encourage a culture where people can be themselves and be valued for their strengths. We are keen to hear from candidates from all backgrounds with different skills and interests. We will always want different perspectives, experience and knowledge helping Fun Palaces grow and develop, so while you may have a background in the cultural, voluntary and/or community sectors, we are also very interested in hearing from you if you don't!

## What skills will you need?

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

**Strategic comms planning** – Able to develop and deliver an annual strategy for Fun Palaces comms, aligned with organisational goals and able to flex as the campaign and sector landscape shift.

**Digital content creation and management** – Able to produce content for web, email, and social media, using tools like Canva, CapCut, and Wordpress. And able to brief and direct designers for larger or more complex content.

**Social media management** – Experienced in planning content calendars, scheduling posts, monitoring engagement, and using analytics tools (e.g. Buffer, Meta Business Suite) to inform strategy.

**Email marketing** – Skilled in using Mailchimp (or similar) for audience segmentation, automation, and campaign analysis, with a strong understanding of GDPR compliance.

**Media and press liaison experience** – Confident working with external PR agencies, working with them to draft press releases, coordinating media campaigns, and identifying press opportunities.

**Budget management and reporting** – Able to track marketing spend, plan expenditure, and report on campaign outcomes using tools like Google Analytics and custom URL tracking.

**Collaborative working** – Comfortable coordinating with freelancers, designers, web developers, and Fun Palaces team members to deliver campaigns, events and resources on time.

**Inclusive and accessible communications** – Able to communicate with easy-to-follow language, inclusive design, and digital accessibility (e.g., WCAG compliance, alt text, diverse representation).

**Proactive storytelling and content spotting** – Skilled at identifying stories from Fun Palaces, Makers and other Fun Palaces activity that can be shared via social media, blogs, and other channels, with a focus on amplifying under-represented voices and Maker-led stories.

## **What will the role involve?**

The Communications and Marketing Manager will support the work of the campaign, playing a key role in shaping and sharing the stories and voices of the Fun Palace movement, ensuring our campaign for cultural democracy reaches further with impact. It's a varied role and no two weeks are likely to look the same. The following is a guide to the nature of the work. We expect this role to develop around the strengths and skills of the person who takes it on, however the role is likely to include:

- Develop and deliver Fun Palaces' external communications strategy, with input from the Director and the wider team.
- Managing digital channels including social media, website and email marketing as well as producing regular newsletters to Fun Palaces Makers.
- Coordinating national campaign messaging, branding and tone.
- Working closely with the Fun Palaces team on public-facing content, press, and community engagement.
- Keeping track of online analytics and reporting back to the team
- Managing the annual Fun Palaces marketing budget, with support from the Director.
- Working with an outside press and PR agency to gain media coverage for Fun Palaces.
- Story gathering and amplification - supporting Fun Palaces Makers to share their stories.

They will be a key member of a small team, working closely together, and contributing to shaping the organisation.

## ABOUT FUN PALACES

*“Fun Palaces (...) is a campaign or - better - an idea. The idea is that people create culture because it is essential to their being in the world. When it comes to our culture and our needs, each of us is a world expert. Fun Palaces helps us make more of who we are and what we already have.”*

*François Matarasso, Community Artist and Writer, 2020*

Fun Palaces is a national campaign working towards a world where everyone has a say in what counts as culture, where it happens, who makes it, and who experiences it.

The first weekend of October every year is the Fun Palaces weekend of celebration. This is when community ‘Makers’ run fun and locally-led activities, public venues hand over their space for a community-led takeover and/or other events like these happening throughout the year can be shared and celebrated as part of the Fun Palaces movement. You can see our reports and short films of past Fun Palaces Weekends here:

<https://funpalaces.co.uk/about-fun-palaces/evaluations/>

This is the tip of the iceberg though, as Fun Palaces campaigns year round for everyone’s culture to be celebrated, funded, and enjoyed. This means supporting cultural institutions to boldly hand over their resources to their communities; supporting communities and community members to have their brilliance recognised; connecting people and organisations locally and nationally and sharing learning as widely as we can. You can read our aims here: <https://funpalaces.co.uk/about-fun-palaces/aims-and-objectives/>

## **The Team**

Fun Palaces is supported by a team of 5 based in London, everyone between 2 and 4 days per week.

The whole organisation and key stakeholders continue to come together quarterly for Network meetings in different locations across the country which allow us to share our learning, and learn from each other. These meetings are hosted in turn by the various Fun Palaces Makers.

We have a culture of supporting people to take their work in the direction which makes the most of their unique skills, talents and interests. We hope that everyone in the organisation feels heard, and we know that we can always do better, and are willing to be told when we get it wrong. Everyone in the organisation has a say in how we grow and develop, and every role can grow and develop around the person in it. Each team member works in their own way. We make space for that, which makes leading Fun Palaces a far from straightforward task.

While we are diverse by some measures, we know there are areas for improvement. We are currently 75% White and 75% female. In 2023, the Makers for whom we have data were 84% White, and 78% female. 18% were from Working Class Origins, 31% were LGBTQ+, and 45% have a disability or health condition. Three quarters of Fun Palaces happen in postcodes which are in the most deprived half of the Index of Multiple Deprivation.

## How do I apply?

### 1. Prepare your documents

You must submit:

- Your CV (and contact details of two referees -referees will only be contacted if you are being offered the role and with prior consent) **and**
- Your answer to Step 2, using **one** of the following formats:
  - a letter (max 500 words, .doc or .pdf file only)
  - a video (max 3 minutes)
  - a voice recording (max 3 minutes)
  - a PowerPoint presentation (max 5 slides, 500 words total)

**2. Tell us why you want to be part of the Fun Palaces team** and describe the qualities, skills and experiences you would bring to the role, using one of the formats above.

**(See page 3-4 for what we're looking for)**

### 3. Upload your files to this link

Both files must be named with your full name, and uploaded to this link:

<https://www.dropbox.com/request/qaQ0sa8xf8de6j2lsW6l>

- If you're sharing a video via a link, upload a .doc .pdf or .txt file named with your full name, containing the link.

***Everyone will be considered equally, regardless of the format you choose to apply with.***

**4. Complete the [equal opportunities form](#)** and upload it as a separate document here:

<https://www.dropbox.com/request/WShSQ2y7T3t8k2JrvUQf>

### 5. Timeline

- Deadline for applications: **Tuesday 26th August (by midnight)**
- All candidates contacted by: **Tuesday 2nd September**
- Interview (in Deptford), including a written task: **Monday 8th September**
- All candidates contacted by: **Friday 12th September**

**We are very aware of the structural disadvantages faced by marginalised communities across the sector. If you are someone who experiences racism, sexism, ableism, classism, homophobia or transphobia, then we actively want to hear from you.** (Please note: equal opps forms are anonymous, so if you want us to know this is you, highlight/mention this in your application)

If you would like to talk to someone about the role before applying, the team would be happy to chat. You can get in touch with the Director, Amie Taylor, who will be line-managing the role, on [amie@funpalaces.co.uk](mailto:amie@funpalaces.co.uk), or ring the office and leave a voicemail on 0208 692 4446, ext 203.

