



# Communications and Marketing Officer

<b>Job Title:</b>	Part-Time Communications and Marketing Officer
<b>Responsible to:</b>	Chief Executive
<b>Salary:</b>	£16,900
<b>Hours:</b>	25 hours a week, including some evenings, weekends and Bank Holidays
<b>Location:</b>	Based at Ashton Walled Garden, with travel across the PR postcode
<b>Contract:</b>	Funded to May 2027
<b>Start Date:</b>	To be agreed

We are a Living Wage Payer and your salary will be tracked against the Real Living Wage .

Overtime is not paid but time off in lieu may be taken, where appropriate, as the post involves evening and weekend working.

## About Let's Grow Preston

Let's Grow Preston (LGP) is an award-winning environmental charity working across Preston and the wider PR postcode area. We promote physical, mental, and social well-being through therapeutic horticulture, food growing, and volunteering.

From our two vibrant hubs, Ashton Walled Garden and Grange Community Garden, we support individuals, community groups, allotmenters, and friends of open spaces by sharing plants, resources, training, policies, and expertise. These spaces are centres of inclusion, learning, and practical action.

No two days are the same at LGP. We value flexibility, initiative, and teamwork. The work is meaningful, often fast-paced, and always rewarding.

You will be joining a small team focused on prioritising inclusion, safety, and wellbeing. We all participate fully, taking responsibility for the people and plants we work with. Maintaining professionalism and care through our actions and behaviours.

## Purpose of the Role

To coordinate, promote, and support the events and activities of Let's Grow Preston through high-quality communications and practical logistics.

We're looking for someone calm, sociable, enthusiastic, confident, creative, and well-organised, with the ability to produce engaging content across a range of media channels and build strong relationships with stakeholders to boost community engagement and fundraising.

You'll also provide hands-on support: loading equipment, preparing event packs, collecting and distributing food, and gathering information for funding applications and reports to the Board of Trustees.

While the role is primarily focused on communications and administration, it's varied and active; you'll regularly support events and be willing to get stuck in wherever needed.

Regular evening and weekend work may be required as part of the LGP events and community support.

A full, clean driving licence is essential, as the role involves driving the charity van. Although exceptional candidates without one may still be considered based on other strengths.

## Key Responsibilities

- Act as the first point of contact for all visitors and for general enquiries - managing the everyday admin — phone calls, emails, and unexpected (sometimes bizarre!) requests — with sensitivity and efficiency, filtering out what doesn't need to reach senior staff.
- Communicate regularly with LGP's network of community groups, schools, partners, and stakeholders across the PR postcode.
- Maintain friendly, professional communication with internal and external contacts in the public, private, and voluntary sectors.
- Support staff to ensure all communications reflect LGP's tone, values, and visual identity.



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- Ensure all volunteers have access to the volunteer handbook, and communicate policy updates in a timely and clear manner.
- Oversee LGP's calendars to coordinate activities, sessions, equipment, van use, and resource availability — ensuring everything runs smoothly and safely.
- Promote and support the delivery of key events such as the Spring and Christmas Fairs, including marketing, logistics, and on-the-day coordination.
- Uphold health and safety standards and maintain accurate records related to activities, equipment, and participant engagement.
- Collate and format reports and presentations for funders and the board, using content provided by the team — ensuring they are visually engaging and aligned with our brand.
- Support team leads in building relationships with local businesses to increase community engagement and secure corporate support.
- Produce regular newsletters and updates for LGP's website and social media (Facebook, Instagram, X), using tools like Canva to create engaging, on-brand content.
- Contribute to the creation and delivery of a wider communications and publicity strategy.
- Embody and promote the spirit, culture, and values of Let's Grow Preston in everything you do.
- Any other duties reasonably required as part of the role.

## Essential Qualities

- Minimum 5 GCSEs at Grade A–C (or equivalent), including English and Maths
- At least 2 years' experience in community engagement, project coordination, or similar roles
- Experience working with a diverse range of people — from those in crisis to professionals and politicians
- High level of IT competency, including Google Suite and Microsoft Office
- Excellent communication and interpersonal skills, able to be social with a variety of different people.
- Strong time management and ability to prioritise a varied workload
- Experience using social media and promotional tools (e.g. Canva)
- Confident writing, editing, and presenting skills
- Flexible, self-motivated, and capable of working independently and as part of a small team
- Proactive and reliable — you take ownership of your responsibilities and follow through
- Able to respond positively to challenges, feedback, and shifting priorities
- Committed to learning and personal development, including undertaking relevant training such as safeguarding and EDI
- Demonstrates initiative, resilience, and the ability to handle pressure and competing deadlines
- Empathy and sensitivity to the challenges faced by individuals and communities
- A positive, can-do attitude and belief in the power of community and environmental action
- Commitment to inclusive working, with a clear understanding of equality, diversity and anti-discriminatory practice
- Comfortable working alone and trusted to represent the charity with professionalism and care
- Ability to build effective working relationships with a wide range of people
- Able to stay calm, use tact and diplomacy, and find constructive solutions to problems
- Willing and able to contribute to the charity's development, including strategy work, board reports, and cross-team collaboration
- Understanding and commitment to upholding all relevant policies, including Safeguarding, EDI, and the Code of Behaviour

## Desirable Qualities

- RHS (or equivalent) Level 2 in Horticulture, or currently working towards it
- Experience of successfully applying for grant funding (£1,000+)
- Experience in developing new activities or projects aligned with charitable aims
- Knowledge of local communities within Preston and the wider PR postcode



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## Safeguarding and Inclusion

Let's Grow Preston is a welcoming, inclusive charity that values the diversity of the people and communities we serve. All staff are expected to uphold our Safeguarding, EDI and Code of Behaviour policies as a core part of their role.

## General terms and conditions

Salary:	£16900
Contract	This post is funded until 2027
Hours:	25 hours per week with weekend and evening work. TOIL is available
Pension:	Automatic enrolment into a workplace pension
Probationary Period:	The post is subject to a probationary period of 6 months, in which time the employee is expected to demonstrate their suitability for the post.
Holidays:	25 days p.a. plus 3 occasional days ( taken between 25th December and 1 <sup>st</sup> January) and statutory bank holidays
Place of work:	Based at Ashton Walled Garden and travel across the PR postcode
Other:	A full driving licence and access to your own or public transport is essential for this position. An enhanced DBS check is essential

## How to Apply

Please complete this [form](#) and send your CV and a covering letter outlining why you're the right fit for this role to Annie Wynn BEM at [annie@letsgrowpreston.org](mailto:annie@letsgrowpreston.org).

Please include contact details for two referees and indicate whether we may contact them prior to interview.

**Deadline for applications:** 2<sup>nd</sup> February, 2026

**Interviews:** Week commencing 9<sup>th</sup> February, 2026

If you haven't heard from us by 6<sup>th</sup> February, please assume you have not been shortlisted.