



Digital Communications Manager

Contract: Flexible Hours – between 0.6FTE and Full Time.

Contract Length: 12 Months Fixed term, with potential to become permanent based on funding and results

Salary: £30,000–£35,000 per annum (pro-rata and depending on experience)

Location: Central London office (1–2 days/week) with hybrid working. Some need to travel to events, with occasional evening work involved in these events.

Reporting to: Chief Executive

Start date: from October 1st or as soon as possible thereafter.

About Speakers Trust

Speakers Trust is the UK's leading public speaking and youth voice charity. Every year, we empower over 40,000 young people to find their voice, share their stories, and build the confidence to be heard. We are creative, ambitious, and exist to make a real impact, with digital storytelling as a key tool for change.

What Makes This Role Special

Your work will go far beyond likes and clicks. You'll see your digital content directly inspire young people, connect with educators, and raise Speakers Trust's profile nationwide. But most powerfully, you'll be responsible for sharing the real stories, ideas, and perspectives of the beneficiaries of our work, amplifying voices that deserve to be heard and helping move audiences to action, understanding, and even joy. If you're moved by the idea that your creativity can shine a light on transformative journeys, and that every story you share could spark inspiration or conversation, this is the role for you.

You'll join a collaborative team committed to making a visible difference and you'll see your work resonate across schools, communities, and throughout the wider youth voice movement.

The Role

We are looking for a proactive, hands-on **Digital Content & Communications Manager**; a creative all-rounder who thrives on “doing,” not just talking strategy. You’ll have ownership of our digital content: crafting impactful videos, visuals, and copy for our social channels and websites, and creating engaging resources for marketing, learning and programme delivery. You’ll energise our digital platforms while continuously improving their effectiveness and reach.

This role is delivery-first: you’ll “own” the hands-on creation, scheduling, and optimisation of digital content. You’ll have input into what and when we share and will help shape digital plans, but the heart of the job is practical content production and sharing. Press and comms partnerships are supporting responsibilities, not the main focus.

Your Key Responsibilities

1. Digital Content Creation & Delivery (Primary)

- Design, produce, and post engaging multimedia assets (video, graphics, infographics, stories) for social media, and our websites.
- Amplify authentic stories, ideas, and perspectives from our beneficiaries to move and motivate audiences.

2. Social Media & Community Building

- Plan, schedule, post, and manage engagement on Instagram, TikTok, LinkedIn, and X, as well as newsletters
- Grow and nurture audiences—especially among schools, judges, volunteers, educators, and young people.
- Monitor trends and adapt content for impact.

3. Learning & Programme Resource Design

- Work with colleagues to create compelling, accessible learning resources and marketing materials for schools, corporate partners, funders, and events.
- Design digital newsletters, reports, and campaign materials that support fundraising, stewardship, and participant development.

4. Marketing of Programmes

- Provide marketing support to the programmes team to help promote our programmes to schools and other charities primarily through developing marketing collateral and supporting outbound email campaigns

5. Website Management & Continuous Improvement

- Manage day-to-day website updates, keeping our sites fresh, welcoming, and easy to navigate.
- Seek out and implement small improvements that enhance user experience, accessibility, and recruitment effectiveness.

6. Press, Media & Profile

- Develop and deliver a practical approach to meeting regional press grant requirements (e.g. one piece per final); contribute occasional press releases if needed.

7. Support the Team's broader objectives

- Help colleagues use digital tools, solve basic problems, and build digital skills through sharing, to improve our digital content
- Champion creative, inclusive, and accessible digital comms internally.
- Representing Speakers Trust at external events and networking opportunities
- Support the CEO in building their advocacy around the issues important to Speakers Trust – Oracy Education and Youth Voice
- Bring a collaborative, positive approach to tackling everyday challenges faced by small charities

What Success Looks Like

- Our digital channels are vibrant and ever-evolving—showcasing new stories and resources that inspire, inform, and connect.
- Social media and websites consistently attract and engage stakeholders, schools, beneficiaries, volunteers and funders.
- Digital assets, learning resources, and stakeholder comms are professional, accessible, and “on brand.”
- Our programmes have even more adoption and engagement.
- There is potential to broaden the role and extend the contract based on funding and impact.

What We're Looking For

- Strong track record in creating digital content, managing social media, and designing educational/promotional materials (charity, youth, or education sector experience a plus).
- Experience with website content management and the ability to identify and deliver incremental improvements.
- Skilled in video and design (Canva, CapCut, Adobe, or similar) and software to support website and newsletter design.
- Clear, compelling written English for content, newsletters, and reports.
- Ability to grow and nurture digital communities—especially for school, volunteer, and judge recruitment.
- Organised, adaptable, and comfortable working independently and in a team.
- Supportive, sharing, and positive in approach.
- Passion for youth empowerment, diversity, and practical creativity.

What We Offer

- **Salary:** £30,000–£35,000 per annum (pro-rata, 0.6 FTE, depending on experience)
- 25 days annual leave plus bank holidays (pro-rata)
- Pension scheme with auto-enrolment
- Central London office (1–2 days/week), plus flexible hybrid working
- Opportunities to increase hours/responsibility if funding and delivery needs grow
- Supportive, inclusive, and creative team environment

Equity, Diversity and Inclusion: Belonging at Speakers Trust

Equity, diversity, and inclusion shape everything we do. We're an equal opportunities employer and especially welcome applicants whose voices are under-represented or who have lived experience of barriers to communication. We offer reasonable adjustments throughout recruitment and in the workplace.

Ready to Apply?

If you want to create, share, and see the real, lasting impact of your digital work, **send your CV and a covering letter** (highlighting your motivation and showing your creativity) via our [online form](#). Please indicate your ideal pattern (between Full Time and equivalent of 3 days per week)

Closing date: September 30th – applications reviewed on a rolling basis.
