



Marketing & Communications Assistant

Excellent opportunity for a freelance Marketing & Communications professional.

The Company

A non-profit organisation based in West Sussex. The Gurney Fund is a charity providing financial assistance towards the education of children of deceased and medically retired police officers across 22 subscribing forces in England and Wales.

We are looking for a confident and experienced freelance professional to kickstart a campaign to raise the profile of The Gurney Fund within police forces and the wider community.

Remote working 15 hours per week (flexible)

Occasional office working in West Sussex

Own transport

£15-£20 per hour

The Role

Reporting to the Fund Manager and Board of Trustees, duties include but are not limited to:

- Delivery of the Gurney Fund media and communications strategy
- Attend open days and events to promote the Fund
- Act as point of contact for marketing and communications including social media
- Establish marketing and communications contacts within the subscribing forces
- Occasional attendance at Trustees' meetings to provide updates
- Report on and maintain a media activity monitoring system
- Create innovative, engaging and up-to-date content for digital marketing activity in line with organisational objectives

Requirements for the role:

- Professional qualification and recent experience in marketing and communications
- Excellent written skills with demonstrable ability of creating engaging content for marketing and communication campaigns
- Attend events across the country and visit key contacts in forces (will need own transport)
- Policing knowledge is desirable but not essential