PUBLICITY AND COMMUNICATIONS MANAGER
JOB DESCRIPTION

Job Title:	Publicity and Communications Manager (P&CM)
Location:	Remote
Reports to:	Radius Executive Committee
Fee:	£15 per hour
Hours:	Variable, dependent on requirements, up to 20 hours per month
Contract:	A part-time fixed-term freelance consultancy. This is a self-employed position, and the postholder will be responsible for their own NI and tax.

Radius is a charity which encourages the exploration of faith and what it means to be human through drama. We maintain a collection of e-playscripts and other publications which are available for purchase from our website. We publish a magazine three times a year and we organise playreadings, lectures and festivals. We are looking for someone who can promote our activities and engage with theatres, churches and other organisations who are sympathetic to our aims.

1. Role Description

1. To work as directed with Radius and its sub-committees on the effective promotion of all Radius products, for example, events, Radius Performing Magazine, publications and YouTube content, to reach appropriate audiences within and outside Radius membership
2. To raise awareness of Radius as an organisation, through social and print media and other publicity channels with oversight by Radius Council and Executive Committee
3. To manage content on the Radius website in conjunction with the website hosting company
4. To provide reports regularly to Radius and its organising committees
5. To liaise with Radius committee members to respond to enquiries as required
6. One of the long-term tasks will be to undertake a scoping exercise on churches and drama groups across the country, to find out the extent of interest and involvement in religious drama
7. To participate in the transfer of the Radius social media accounts and ensure that these accounts are returned to a nominated person within Radius before the end of the contract

2. Knowledge, experience and skills:

1. Understanding of working collaboratively with volunteer led organisations
2. Proven experience of working in publicity and communications with a high degree of computer literacy
3. High degree of general literacy and eye for detail
4. Self-motivated and able to prioritise tasks effectively, with the ability to respond flexibly to a changing workload
5. Awareness and understanding of data privacy (GDPR) in the context of marketing and promotion
6. Sympathy with the aims of Radius
7. An interest in theatre and other forms of dramatic expression

3. Terms of Engagement

1. The Publicity and Communications Manager (P&CM) is a freelance consultant who provides services to Radius in return for a fee.
2. The role is a one-year fixed-term arrangement which may be extended on an annual basis.
3. The P&CM will be responsible for arranging their own tax.
4. The P&CM will maintain a record of time spent and will produce an itemised invoice for the Radius Treasurer on a monthly basis.
5. The P&CM will need to seek the prior approval of the Treasurer if they anticipate they will spend more than 20 hours in any calendar month on Radius activities.
6. The P&CM will be in sympathy with the Aims of Radius as defined in article 2 of the Society's Rules and with the Radius Mission Statement.
7. The P&CM will report to Radius Council meetings and the Radius AGM.
8. The P&CM will assent to and comply with the Radius Code of Conduct.
9. The P&CM will have the right to apply to Council for redress of any grievance they may feel they have against Radius under the terms of the Grievance Procedure as set out in article 14 of the Society's Rules.
10. Either party may terminate this Contract at any time subject to giving the other party one month's notice. In addition, Radius reserves the right to suspend or cancel this Contract at any time with immediate effect if the P&CM is found to have breached the Radius Code of conduct (see Schedule 3) or in any other way brought the society into disrepute, provided the P&CM is paid all monies due up to that point.
11. The post of P&CM will be subject to periodic review by the Radius Executive and/or Council.
12. The P&CM is responsible for transferring all social media accounts to a nominated person within Radius before the end of their contact.

4. The aim and content of the Radius social media presence

In order to provide the immediacy and relevance required by this medium, it may be necessary for those with posting rights to post links without a formal system of approval. It is therefore important that some guidelines be put in place. Suggested guidelines are:

1. Material involving local productions by churches/faith communities will be encouraged provided it does not relate to material which promotes a sectarian viewpoint.
2. Material relating to Radius magazine articles will be included as a means of promoting the benefits of membership.
3. Material may be created for forthcoming Radius events.
4. Material may be provided relating to courses/events offered by other organisations where these are compatible with the aims of Radius.
5. In consultation with Radius Council the P&CM may create public participation events from time to time.

Radius is an inclusive charity and welcomes applications from candidates from all backgrounds.

To apply for this post, please send a CV and a covering letter to Radius at info@radiusdrama.org.uk.

The deadline for applications is 20 December 2026 and interviews will take place in early January 2027.