



MBLR Project Support & Communications Officer

Salary NJC Scale SO1 spine point 23. £32,076 per annum.

Contract: The contract is fixed term until September 2025.

Hours: 37.5 per week

Mottingham Big Local Refocused (MBLR) Partnership is delighted to be recruiting a Project Support & Communications Officer.

Mottingham is one of the local areas in England benefiting from £1 million Big Lottery investment. You will play a key role in the delivering of our plan and vision for the Mottingham Big Local area. Working alongside our MBLR Programme Manager, the person appointed will undertake a variety of tasks that include communications, grants administration and providing support to the resident led MBLR Partnership.

Working to implement our communications plan via established communication channels, you will be responsible for managing the partnership's newsletters, social media and the MBLR website. You will also aid the MBLR Programme Manager with the administration of our Community Grants programme.

The person appointed will have experience of providing committee/Board support including minute taking and agenda distribution.

Hosted by Community Links Bromley, you will report to the local resident led Partnership.

More information on the Big Local programme can be found on the [Big Local - Local Trust](#). Information on Mottingham Big Local Refocused, including the area plan, can be found at [Mottingham Big Local Refocused \(mottinghamblr.com\)](http://mottinghamblr.com)

For further information and an application form, email alex@communitylinksbromley.org.uk or call 020 8315 1902.

Deadline for applications: 4.30pm Friday 27 September 2024
Interviews: w/c. 7 October 2024

