

# Manchester City of Literature

## Communications Officer Manchester City of Literature

Independent charity Manchester City of Literature is looking for a dynamic part-time Communications Officer to work with our Director of External Affairs starting August/September 2025.

### **Role description:**

Working in a small team, but spanning a global partnership network, the Communications Officer works with the Director of External Affairs to coordinate external communications for Manchester City of Literature, including website upkeep, fielding public queries and planning and executing the ongoing social media and communications strategy. This individual must be a self-starter with excellent time management skills and a strong knowledge of the Manchester arts and culture scene.

### **Key responsibilities:**

- Project communications on core Manchester City of Literature projects, such as International Mother Language Day and Festival of Libraries.
- Website management (Wordpress) including updating news items, managing any changes to core pages and managing our busy events calendar.
- Social Media management (Facebook, Threads, LinkedIn, Instagram and TikTok).
- Collate information, write and upload content about other UNESCO Cities of Literature.
- Preparation of web and print marketing materials and collateral including presentations, case studies, documents etc.
- Maintain internal systems for Manchester City of Literature's image and video library.
- Monthly newsletter curation and database management to our subscribers.
- Work with the Director of External Affairs to maintain monthly reporting on the marketing and communications plan and compile digital activity statistics to prepare regular reports for the Board of Trustees and Funders.
- Ensure the vision and values of Manchester City of Literature run through all communications.
- Excellent record and file keeping for each project and activity.
- Other tasks relating to projects and programmes as agreed with the Director of External Affairs.

### **Essential Skills and Experience**

- At least 2 years' professional work experience in a relevant capacity
- Experience in managing internal and external communications
- Strong interpersonal skills and the ability to build relationships with a wide range of partners, individuals and groups

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- Relevant experience of social media content creation, including short-form video editing for Reels/TikTok
- Proof-reading experience
- Understanding importance of house style and branding
- Experience of updating web content
- Demonstrable digital marketing skills
- Fluent in office IT packages and G Suite

## Essential competencies

- Excellent command of English language, spoken and written
- Personable and confident communicating with a range of artists, collaborators and partner organisations
- Passion for literature and the wider cultural arts scene
- Self-starter, with excellent time-management skills
- Creative and flexible with a positive outlook
- Able to work well in a small team
- Efficient and willing to continuously explore ways to improve effectiveness
- Commitment to Manchester City Of Literature's vision and values
- Professional approach, with a high degree of accuracy

## Desirable skills:

- Design experience
- Wordpress experience
- A knowledge of the arts and literature sectors (preferably in Manchester)
- An understanding of GDPR and permission marketing
- Second language skills
- Experience of mailing list curation and management via Mailchimp or similar

**Dates:** Closing date: Wednesday 30 July at 5pm

Interviews: Monday 4 August

Contract starts: w/c 25 August or 1 September by agreement

**Contract:** Hybrid 2 days a week, at least one in-office near Deansgate Manchester, this may include some weekend, evening and in-person commitments.

**Reports to:** Director of External Affairs

**Pay:** £24,500 per year pro rata

**Holidays:** 25 days per annum, pro-rata

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## How to apply

Please send an application letter/video stating why you are interested in this opportunity and how you meet the points in the Skills and Experience section together with a CV. Please keep the application letter/video to no more than two sides of A4 or a 4-minute video. Please send your application and CV to [jo.flynn@manchestercityofliterature.com](mailto:jo.flynn@manchestercityofliterature.com).

## Manchester City Of Literature Vision and Values:

The role holder will support the realisation of the collective vision for Manchester City of Literature, formed through conversations with stakeholders across the city, for: An innovative, distinctive, equitable, globally connected city of reading and writing, where diverse voices are celebrated, where creative talent and industries are nurtured and where literary activity changes lives. The role holder will support the Executive Director, Manchester City of Literature team and Board in enabling Manchester City of Literature to deliver the following actions:

- Ensure diversity is at the heart of the City of Literature – truly reflecting the richness of Manchester's voices in governance and actions.
- Encourage reading, boost literacy and promote cultural expression – celebrating the enjoyment of reading and writing as strong foundations for future success and well-being.
- Celebrate literature in its broadest sense – including but not limited to written, spoken word, dramatic and digital work.
- Widen access to, and engagement in, literary activity – including to groups and areas of the city where people are least engaged in culture.
- Nurture emerging talent and develop existing success – by strengthening networks, opportunities and progression routes for writers at all stages of their careers.
- Enhance support and infrastructure for creative industries around literature – building on the strengths of existing activity and networks and enabling fundraising and commissioning work.
- Raise the profile of literature-based cultural activity, businesses and heritage –attracting visitors to the city and promoting Manchester as a strong, literature-friendly location for publishing-based industries.
- Strengthen international connectivity – through engagement in the UNESCO Creative Cities Network, collaborating on joint projects with other Creative Cities and sharing best practice.

The role holder will demonstrate and promote the City of Literature's core values, which are:

- Distinctive – creating distinctive cultural experiences inspired by Manchester's unique, radical character and rich cultural heritage whilst looking to the future.
- Inclusive – celebrating the rich diversity of voices in the city, building on the strengths of Manchester's people and widening participation in literary activity.

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- Transformative – developing skills, nurturing creative talent and transforming lives.
- Connected – linking and supporting literary activity and enabling collective advocacy for Manchester's literary community and international collaborations.
- World-leading - a beacon for high-quality, culturally democratic, truly diverse literary activity.

**If the role holder is disabled, every effort will be made to supply all necessary aids, adaptations, equipment or support to allow them to carry out the role.**

[www.manchestercityofliterature.com](http://www.manchestercityofliterature.com)



A UNESCO City  
of Literature