



**DIGITAL COMMUNICATIONS ASSISTANT
INFORMATION PACK
AUGUST 2025**

ABOUT ANTHEM

Anthem. Music Fund Wales Cronfa Gerdd Cymru was established in 2018 following a Welsh Government report exploring ways to support music education in Wales. The charity is now at an exciting stage in its development, having appointed a full time CEO in 2020 to bring together the trustees and a team to work towards its vision and mission:

Our vision is a Wales in which music can empower every young life.

We believe music is a potent creative force for young people that feeds self-expression, personal development and wellbeing.

Anthem creates opportunities across genres and communities and nurtures diverse talent to take the next steps to musical careers.

Anthem is a catalyst for youth music in Wales, funding work that will create change, making connections to widen partnership working, and enabling best practice to flourish.

Anthem seeks to ensure that equality and diversity principles – accessibility, inclusivity, respect and difference - underpin all areas of the organisation's work and aims to promote them within its board, its

employment practices and across its work. Anthem positions its work as collaborative, innovative, inclusive, creative, inspiring.

SEEKING A DIGITAL COMMUNICATIONS ASSISTANT

We are currently seeking a freelance Digital Communications Assistant to assist our Communications Manager.

HOW TO APPLY

Please read the role description and person specification below.

To express an interest in the role, please upload

- a CV outlining your current experience
- A covering letter or a video explaining why you are interested and qualified for the role

at the following link:

English Form -

<https://airtable.com/appj6e8ImA10cZLaY/pagIJE6oPGpymWoKt/form>

Welsh Form -

<https://airtable.com/appj6e8ImA10cZLaY/pagYzQCMpPFUGfxDD/form>

The deadline for submission of applications is **6pm on Friday 22nd August 2025**. You will be informed if you have been invited for interview by 28th August. Interviews will take place on Monday 1st September 2025.

We welcome applications in either Welsh or English.

If you have any other special requirements to enable you to apply for this role, please let us know by emailing rhian.hutchings@anthem.wales

DIGITAL COMMUNICATIONS ASSISTANT ROLE DESCRIPTION

Contract: ongoing freelance contract

Salary: a rate of £14 per hour with a minimum of 7 hours work per week

Location: Candidates will be expected to be South Wales based and work from Anthem offices, 5 Raleigh Walk, Brigantine Place, Cardiff CF10 4LN or from home

Responsible to: Anthem Communications Manager

TASKS

- Upkeep of the website
- Managing delivery of print
- Mailchimp e-news upkeep
- Assisting with social media posting

FEATURES

- ability to travel to attend meetings or to attend meetings online
- ability to work from home
- ability to support events at evenings and weekends if needed

PERSON SPECIFICATION

Knowledge, Experience and Skills
Knowledge of digital communications platforms, including Wordpress, Mailchimp, Instagram, Tik Tok and Discord
Knowledge of digital project management platforms, including Google, WhatsApp & Airtable
Experience of marketing and running communications for a music organisation or arts charity
Strong organisational and time management skills
A detailed worker with attention to detail
A good communicator who creates positive relationships

Personal Qualities
An excellent team player who inspires trust
Can-do attitude - takes initiative and works with light supervision
Personal integrity – evidence of discretion, honesty, openness
Desirable
Experience of working bilingually
An understanding of the music education and youth music landscape in Wales
Anthem welcomes applications from people who are Welsh learners or Welsh language fluent