



**COMMUNICATIONS OFFICER ROLE  
INFORMATION PACK  
April 2026**

**ABOUT US**

Anthem. Music Fund Wales is the leading national youth music charity in Wales. Our vision is a Wales in which young people lead a vibrant and connected youth music ecosystem.

Our work builds skills, confidence and community through music by:

- Supporting young music creatives to develop through project work
- Connecting youth music organisations across Wales
- Working in partnership to support young people to explore music
- Offering young artists information and opportunities to help them take their next steps
- Advocating for the power of music for young people.

Anthem's key values are: creative and inspirational; inclusive and nurturing; and progressive and responsive. Anthem seeks to ensure that diversity, equity and inclusion underpin all areas of the organisation's work and aims to promote them within its board, its employment practices and across its wider community.

## **THE ROLE**

We are seeking a Communications Officer to work with our team to communicate Anthem

The successful candidate will be an organised self-starter who has the energy to manage a busy workload. They will be an excellent communicator, skilled at using a range of platforms to communicate Anthem's messaging, including social media, our websites, and print media.

The successful candidate will also be passionate about developing young people through music across all genres, addressing barriers to music for young people in Wales and creating a thriving youth music ecosystem.

We are keen to communicate with individuals who are under-represented / have faced neglect or exclusion from the arts community, and would particularly welcome applications from disabled people, Black, Asian and ethnically diverse people, LGBTQ+ people, and individuals from under-represented socio-economic backgrounds. Anthem welcomes applications from people who are Welsh learners or Welsh language fluent.

The Communications Officer will be responsible to the Fundraising Manager and will work closely with the Anthem staff team and the Board of Trustees.

## **HOW TO APPLY**

Please read the role description and person specification below and send your CV and a covering letter telling us the role is of interest to you and how your skills and experience match what we are looking for.

Please upload your CV and covering letter at the below link:

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

- The deadline for submission of applications is 5pm on Friday 22nd May 2026

- You will be informed if you have been invited for an interview by Monday 1st June 2026
- Interviews will take place on Tuesday 9th June 2026

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](mailto:rhian.hutchings@anthem.wales)

## **ROLE DESCRIPTION**

Contract: Permanent Contract - Part Time

Salary: £27,000 per annum, pro rata across 4 days per week (28 hours per week)

Location: Anthem offices, Temple of Peace, King Edward VII Avenue, Cardiff, CF10 3AP

The Communications Officer will work with the Anthem CEO and Programme Manager to plan and deliver social media management, content creation and marketing activity to support Anthem programmes, campaigns and brand.

## **Responsibilities**

- Planning and implementing communications for Anthem projects and programmes
- Working with our fundraising team to raise awareness of Anthem as a charity with our key stakeholders
- Managing Anthem's online presence via social media and website platforms
- Managing the design, delivery and upkeep of print and merch
- Reporting on engagement analytics against key business KPIs to enable measurement of success
- Liaising with freelance communications consultants & companies for Press & PR, design of print, website development, and regular mail outs
- Collaborate with the Anthem team on project and programme planning and Anthem Strategy

- Attending projects to document and support as required
- Representing Anthem at events as required
- Reporting to trustees as required

### Features

- Office space at Temple of Peace, King Edward VII Avenue, Cardiff, CF10 3AP
- Office based role with the ability to work from home
- Training and development package including support to learn Welsh
- Employer pension contribution of 3%
- Holiday allowance of 22 days per annum. In addition the office will be closed over the Christmas period.
- Ability to travel to attend meetings or to attend meetings online
- Ability to support events at evenings and weekends when needed

### Person Specification

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| Knowledge and Experience   |
| Knowledge of digital media, including social media and website platforms, key trends, editing software or apps             |
| Experience of running busy social accounts on behalf of an organisation, including Instagram, Facebook, Tik Tok, Linked In |
| Working knowledge of a range of digital platforms, including Zoom, Google Services, Airtable, Canva, Mailchimp             |
| Experienced in content creation and capturing, including video, graphic design   |
| Knowledge of Data Protection and online safeguarding   |
| Knowledge and interest in the youth music sector, as well as the wider cultural life of Wales                              |
| Skills and Abilities   |
| Strong organisational and time management skills   |
| Excellent project management and collaboration skills  |

Good analytical skills, with the ability to gather, interpret and assess information from a variety of sources

Excellent with technology – databases, social media, websites, automating tasks, Google, email, social media

Excellent verbal and written communication

Experience of working with Welsh translation services

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

The ability to work bilingually in English and Welsh

Anthem welcomes applications from people who are Welsh learners or Welsh language fluent