



Mid Sussex Voluntary Action (MSVA)

Digital Content and Communications Officer

The application pack comprises

- 1 Covering Note (this page)
- 2 Job Description and Person Specification
- 3 Summary of the Terms of Employment
- 4 Equal Opportunities Statement and Monitoring Form

Next steps

Please email your CV with a covering letter and a completed Monitoring Form to Edita Moore at recruitment@msva.org.uk. Please use your covering letter to address all the points in the Person Specification and explain what you would bring to this role.

Your email should arrive **by Friday 24th June**.

If you are selected for an interview, you will be seen by a panel made up of the charity's CEO and senior members of staff. If you are unable to attend on that day, we are sorry, but we cannot guarantee an alternative date. MSVA is not able to enter into correspondence if you are not selected for interview, however if you are selected but not offered a post, you will be advised of the outcome and you may request feedback on the interview.

About Us

MSVA is a Charitable Incorporated Organisation (CIO), Charity Number 1158780, established in October 2014 and run by a Charity Trustee Board.

MSVA supports communities and voluntary organisations across the Mid Sussex District by:

- Helping local groups to find and manage volunteers, and helping local people find suitable volunteering opportunities.
- Providing voluntary organisations with information and assistance in searching for funding and in meeting the requirements of regulations governing charities.
- Keeping organisations up to date with local and national issues which affect the voluntary sector, including changes in legislation.
- Giving support to trustees, staff and volunteers working for local charities.
- Providing advice and assistance in finding funding for charitable groups.
- Offering affordable training courses and networking events for charitable groups.
- Providing a strong voice when representing local communities and voluntary organisations.

Kind regards,

A handwritten signature in black ink, appearing to be 'Lauren Lloyd', written over a horizontal line.

Lauren Lloyd
CEO, MSVA