



VCS Engagement & Communications Officer – Part Time

Job Title: VCS Engagement & Communications Officer

Location: Dorset wide (HQ in Dorchester) – remote or hybrid working possible

Salary: £15,480 - £17,750 (depending on experience)

Contract: 1-year fixed term, with potential extension

Hours: Part time - 22.5 hours per week, flexible hours

Reports to: Senior Leadership Team

Job Purpose:

Dorset Youth is seeking an organised, motivated and relationship-driven VCS Engagement & Communications Officer to support and strengthen the 0–25 Voluntary and Community Sector (VCS) across Dorset.

This is a varied role combining sector engagement, coordination and relationship building with digital communications and social media delivery. The postholder will help ensure VCS organisations feel connected, informed and represented, while also leading Dorset Youth's communications activity to raise visibility of our work and the wider sector.

Whilst we would prefer a hands-on, Dorset connected approach to the role, we will consider remote or hybrid working for the right person. If working remotely, you would be expected to attend key face-to-face Forum meetings and partnership events across the year to support relationship building and sector engagement.

Key Responsibilities:

Supporting and strengthening the 0–25 VCS

- Coordinate and organise the 0–25 VCS Forum, including meeting logistics, agendas, communications, training and follow-up actions.
- Build and maintain strong relationships with youth organisations, partners and stakeholders across Dorset.
- Visit VCS groups to listen to their needs and connect them to relevant opportunities, information and support.
- Represent the 0–25 VCS in local networks and meetings.
- Support collaboration, shared learning and visibility across the sector.

Communications and digital engagement

- Manage Dorset Youth's social media channels.
- Create engaging digital content including graphics, videos, stories, newsletters and press releases.
- Maintain a clear and consistent communications style.
- Support updates to the Dorset Youth website and digital platforms.
- Promote sector events, opportunities and initiatives.

Essential Skills & Qualifications:

- Experience in community engagement, partnership working or coordination roles.
- Experience managing social media and creating digital content.
- Excellent written and verbal communication skills.
- Strong organisational skills and ability to work independently.
- Confident relationship builder.
- IT confident in Microsoft Office, cloud-based applications.

Desirable:

- Understanding of the VCS and youth sector.
- Graphic design, video editing or digital storytelling skills.
- Experience analysing social media performance.
- Experience coordinating forums or networks.
- Able to travel across Dorset (own vehicle with business insurance - mileage allowance payable)

Post offered subject to DBS, appropriate to the role and 2 references.