

Ringing 2030 Marketing and Admin Officer

Organisation: Central Council of Church Bell Ringers (CCCBR)

Location: Remote (UK- based)

Contract: Part time, fixed term for one year

Hours: 16 hours per week

Salary: £16/hour

Closing Date: 8 March 2026

About the Central Council and Ringing 2030

The Central Council of Church Bell Ringers is the international umbrella body for change ringing, working through dedicated Workgroups to support ringing development, teaching, youth engagement, technology, and more.

Our current strategic focus is **Ringing 2030**—a multi-pillar programme designed to secure a sustainable future for ringing by strengthening recruitment, development, and public awareness. Its goals include raising awareness of ringing, expanding recruitment and retention, and improving teaching environments nationwide.

To help drive this work forward, we are seeking a highly professional, performance driven **Marketing and Administration Coordinator** with a passion for promoting bellringing.

About the Role

This role will mainly support marketing and recruitment activities and projects. You will act as a first point of contact for public enquiries and work with a variety of Workgroups on Ringing 2030 projects, as prioritised and directed by the Executive. You will be accountable to a designated member of the Executive team.

Your responsibilities will include:

Marketing and Communications

- Plan, create, and schedule regular content for social media channels in line with agreed brand and strategic messaging, to enhance visibility and engagement.
- Manage access to and usage of Canva for design and branding consistency.
- Coordinate the loan and return of publicity materials, ensuring availability and condition.
- Liaise with suppliers to maintain positive working relationships and ensure timely delivery of goods and services.

Recruitment and Volunteer Engagement

- Respond to and coordinate enquiries regarding recruitment into bellringing in a timely and professional manner.
- Support the development and maintenance of a network of advocates, stakeholders and partners regarding recruitment into bellringing.
- Promote volunteer opportunities across various platforms and networks.

Project Support

- Provide administrative and marketing support for selected Ringing 2030 projects as directed by the Executive.

Person Specification

Essential

- Proven experience using own initiative to take the lead to ensure delivery of administrative and marketing responsibilities.
- Experience scheduling and delivering projects and tasks to deadlines and making prioritisation decisions when required.
- Ability to communicate clearly and concisely, in person and in writing, in English.
- Experience with social media platforms and content scheduling tools.
- Familiarity with Canva or similar design tools.
- Proficiency in Microsoft Office.
- Familiarity with change ringing.

Desirable

- Experience in volunteer recruitment or community engagement.
- Background in marketing, communications, or administration.
- Interest in or knowledge of the Ringing 2030 initiative or similar community projects.

How to Apply

Please send your CV and a short statement (max. 2 pages) explaining your interest in the role and relevant experience to:

secretary@cccb.org.uk