

**Role:** Operations and Communications Co-ordinator  
**Reporting to:** BSN Chair and Operations Manager  
**Place of work:** Off site as required & agreed

### **Overview of the role:**

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This is a role to support and facilitate Black Solicitors Network (**BSN**) membership and stakeholder engagement and manage media platforms (including emails, social media, websites etc).

BSN's websites: [www.blacksolicitorsnetwork.co.uk](http://www.blacksolicitorsnetwork.co.uk); [www.diversitylegalawards.org](http://www.diversitylegalawards.org);  
[jobs.blacksolicitorsnetwork.org](http://jobs.blacksolicitorsnetwork.org), [www.creatingpathways.co.uk](http://www.creatingpathways.co.uk), <https://bsngrassroots.co.uk/>,  
<https://www.bsnconnect.co.uk/>

### **Key responsibilities**

- Communications support: creating, editing and uploading content (text, video and photos) to and across the UK Diversity Legal Awards (**UKDLA**) and BSN social media platforms and, as required, BSN-affiliated websites
- Co-ordinate all social media channels
- Press activity
- Facilitation of BSN/UKDLA/BSN Grassroots/Creating Pathways/Regional group events and workshops
- Administration and general office support

### **Core Tasks:**

**Communications:** edit and upload content onto the websites and across UKDLA/BSN communications platforms: text (including journal articles, assessment reports, profiles, news items/newsletters, events material), videos and photos (from events).

**Co-ordinate social media channels:** and liaise with the Chair, Operations Manager, Committee leads and Directors to ensure that communications are streamlined.

- Websites
- Twitter
- LinkedIn
- Facebook
- Instagram
- Email

**Press activity:** assist the Chair/Operations Manager/Committee leads in identifying news-worthy items, drafting and sending press releases

**Facilitation of events:**

- In advance of events: provide support to organisers, upload information onto the relevant websites, advertise, manage delegate/event attendee lists and logistics.
- Co-ordinating/managing Ticket Tailor/Eventbrite, invoices and other payments to BSN in relation to events, sponsorship and advertising.
- After: upload event reports and/or presentations and add delegates' contact details to the database. Press releases, event survey and post-event communications.

**General Tasks:**

- Administrative support; website and other media maintenance and development, typing letters/emails, processing and mailing out literature, reviewing programme application forms and attendee data.
- Dealing with enquiries and following up messages/correspondence, including managing and handling enquiries to and from UKDLA and other BSN e-mailboxes and related communication channels.
- Managing and updating the attendee/delegate/member database
- Preparing reports for the Committee leads, Operations Manager or BSN Board as required on communications, social media, database and website activity.