

Communications Officer/ Senior Communications Officer



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Lusiana lives in a community vulnerable to climate change in Fiji. The disaster preparedness and response planning in her village has been inclusive.



CBM UK

www.cbmun.org.uk 0800 567 7000

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

Working with a supportive, flexible employer

Thank you for your interest in joining the CBM UK team.

We are committed to promoting diversity, equity, and inclusion in all that we do. We are accredited as a Disability Confident Employer, a Living Wage Employer, a "We Show the Salary" Employer, and a supporter of the Age-Friendly Employer Pledge. These recognitions reflect our dedication to creating a fair, inclusive, and supportive workplace for everyone.

If you need any support or reasonable adjustments during the recruitment process, please don't hesitate to contact us at [email us](#).

At CBM UK, you would be joining a very supportive and collaborative community, working with a friendly team who are incredibly passionate about their work. The wellbeing of our team is central to how we work. We encourage a healthy work-life balance, offering hybrid working up to 50% working from home. Part of what makes our organisation special is the collaborative culture we've cultivated, which relies on spending quality time together in the workplace, which enables the opportunity to build the strong relationships that are core to our team dynamic.

Our team benefit from excellent personal development opportunities and we can offer the chance to undertake fully paid training or study where appropriate.

CBM UK's main office is in central Cambridge. We have a wonderful and accessible modern office building which is located nearby to Stourbridge Common and the River Cam.

Respect and compassion are at the heart of all that we do, and this reflects in our culture. We are an organisation based on Christian values, welcoming staff of all faiths and none. It's the basis of why we do what we do, striving to build a just and equitable world in which all people are included, loved, valued, and respected. We do not proselytise, and we work with partners of all faiths and none, according to the greatest need.

Who we are

For over 115 years, CBM has been transforming lives around the world. We work with local partners, making sure people with disabilities in some of the world's poorest communities have access to healthcare, education and a future when they can thrive. And when a disaster strikes, we're there providing emergency relief and support to people with disabilities and helping communities recover and rebuild.

With 35 UK staff, we're part of a Global Federation working in 26 countries. This is a truly exciting time to join us as we embark on an ambitious new strategy, as we fight to end the cycle of poverty and disability.

Our Vision & Values

Our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

We Champion Inclusion

We challenge discrimination and embrace diversity. We work with people of all faiths and none and we strive to build a just and equitable world in which all people are included, loved, valued and respected.

We Strive for Justice

We challenge injustice and equip others to exercise their rights. We serve with compassion those in greatest need, regardless of race, gender, age or religious belief.

We Pursue Excellence

We creatively innovate and pursue continual improvement so that we can maximise our impact and bring about tangible change in the lives of those others leave behind.

We Embrace Partnership

We can achieve more when we work with others. We learn together with our partners, communicate respectfully and honestly, and we value everyone's unique contribution.

We Live with Integrity

We live responsibly and with honesty.



About the Role

Place of Work	1 Munro House, Mercers Row, Cambridge, CB5 8HY With up to 50% working from home option
Starting salary	Officer - £29,140 to £30,920 pro rated for part-time hours Senior Officer - £35,390 to £36,450 pro rated for part-time hours
Hours	37.5 hours per week full time. Up to 80% part-time hours would be considered.
Reports to	Communications Manager

The Communications Officer/Senior Communications Officer is an important role within the Communications team, responsible for delivering communications activities in line with CBM UK's annual communications plans, policies and procedures.

We are primarily seeking a Communications Officer, but for an exceptional candidate with additional experience and expertise, we would be open to considering appointment at Senior Communications Officer level.

Key areas of responsibility include strengthening supporter and sector-focused communications by producing high-quality content for our target audiences; monitoring and updating CBM UK's website and social media channels and being a brand guardian.

Key Responsibilities

Communications (90%)

External

- Create compelling and accessible content for our key channels that engages our target audiences and inspires them to act. This includes creating and editing graphics, making engaging video content appropriate to each of our social media channels, and collating content for and drafting some blogs and news stories for CBM UK's website,
- Coordinate content gathering for communications campaigns that require case studies, images, video material and other resources. Including writing briefs for CBM staff, sourcing images, and obtaining content and consent from others as appropriate.
- Actively seek out and share developments, initiatives and good practice from across the sector to enable CBM to continually improve and develop our Advocacy and Influencing communications. For example, being an active member of BOND.
- Monitor, schedule and update CBM UK's social media platforms. This includes working with the Communications Manager on organic and paid campaigns and helping to identify relevant trending campaigns.
- Alongside the Communications team, ensure the CBM brand (look, feel and tone) is presented consistently and appropriately across the organisation. Be a brand guardian for CBM, delivering communications in line with the vision and values of the charity.
- Support media outreach (for example issuing press releases) and help build relationships with celebrity supporters.

Internal

- a. Work with CBM UK and global colleagues to help facilitate the sharing of information and resources for communications and advocacy purposes, including coordinating update meetings.
- b. Update, review, and surface human-interest stories, images and film from across CBM databases.
- c. Support the development of the CBM UK annual reports & impact reports, infographics and other organisation-wide resources as needed.
- d. Provide in-house design and accessibility support to produce CBM UK resources.
- e. Help deliver in-house comms and media training as required.

Planning and reporting (10%)

- a. Monitor and update media coverage, including sector mentions.
- b. Support the planning, delivery and reporting on communications team campaigns/projects within an agreed budget.

Other

- a. Work with other teams, including the CBM Global Federation, to maximise collaboration opportunities and integrated working.
- b. Contribute to a culture of enthusiasm, continual improvement and success which reflects the ambitions of CBM UK.
- c. Occasional out of normal office working hours.
- d. Other duties as required by the Communications Manager and Head of Communications.

Person specification

Experience and knowledge	Essential/ Desirable
Experience working in a comms/media function delivering impactful communications.	Essential
Experience of adapting and delivering messaging across a range of channels and to different audiences.	Essential
Image and video editing skills and a good eye for design (ideally with experience using Canva / Adobe Photoshop / Premier Pro / InDesign).	Essential
Experience using social media to enhance brand and campaign messaging for supporter and/or sector audiences.	Essential (Senior role) Desirable (Officer role)
Interest in and/or knowledge of disability and international development issues.	Essential (Senior Role) Desirable (Officer role)
Experience of managing external providers and agencies.	Desirable
Experience reporting against plans and working within budget.	Desirable
Experience building relationships with high profile individuals.	Desirable
Experience of working in the development sector.	Desirable
Skills/competencies/personal qualities	
Ability to write engaging content for a variety of purposes and audiences. Excellent English language skills.	Essential
Excellent organisational skills, ability to prioritise and manage a busy and varied workload, supporting different teams within the organisation.	Essential
Robust, can-do attitude that thrives on challenges.	Essential
Sympathetic to Christian values.	Essential
Intellectual curiosity to understand and simplify complex arguments within international development.	Essential (Senior Role) Desirable (Officer role)
Experience updating and maintaining website content using a CMS (such as WordPress) and an understanding of Search Engine Optimisation (SEO).	Essential (Senior role) Desirable (Officer role)
Understanding of a wide range of effective communication tools and techniques.	Desirable
Knowledge of accessible design principles.	Desirable
Ability to represent CBM professionally and appropriately with different partners and collaborators that we work with.	Desirable
Qualifications, training, and education	
Professional communications diploma level qualification (e.g. CIPR) or in International Development	Desirable

Employee Benefits

- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most roles.
- Wonderful modern offices, which are fully accessible.
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays.
- Option to buy extra annual leave.
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We encourage staff to further their skills and careers and, where appropriate, may support access to study and training opportunities.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- We offer a generous pension plan with employer contribution of up to 5%. With the option of salary exchange.
- Group Life Insurance for all employees, which is equivalent to 2 x your annual salary.
- Our Wellbeing Working Group actively supports mental health and wellbeing in the office. We also offer a free Lifestyle Counselling Helpline & Online Support Service.
- Bike to work scheme.

Diversity and Safeguarding

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual.

CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race, including colour, nationality, ethnicity, or national origin, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

Employment Checks

We are unable to provide sponsorship for this post. All offers of employment are made subject to proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and a DBS Check.

Use of Curriculum Vitae

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such your CV should be accompanied by a completed application.

Shortlisting and Interviews

All applications are subject to our shortlisting process. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

How to apply

More information about CBM can be found by visiting our [website](#). We are happy to answer any questions you may have. Please [email](#) our Recruitment Team or call us on 01223 484700.

Application forms can be [downloaded from our website](#). Please email your completed form and Curriculum Vitae to recruitment@cbmuk.org.uk

Closing date for the receipt of applications is 9am, Monday 2nd November 2026.

We look forward to receiving your application.

