



ADH Communications Manager Role Description

Role Title:	Communications Manager	Reports to:	ADH Chair and Executive Committee
Organisation:	The Association of Dress Historians (ADH)	Manages:	Communications Sub-Committee
Purpose of role:			
<p>The Communications Manager is a new role created to lead the development of ADH communications strategy for the benefit of members and wider audiences, in English language. The role sits within the Executive Committee and acts as team leader for the Communications Sub-Committee, working with this team to ensure communications are implemented for maximum positive impact and outreach.</p>			
Role description			
<p>Key tasks:</p> <ul style="list-style-type: none"> ● To develop and promote a positive identity for ADH across communications channels. ● To create and implement a communications strategy that combines core values and supports cohesive operations. ● To provide team leadership for the Communications Sub-Committee, acting as task and workflow advisor and as Executive Committee representative for the Social Media Coordinator, Communications Officer, Proof-reading Team and Website Editor.* ● To support cross-team coordination between the Communications Sub-Committee and the Conferences and Events, Awards and ADH Journal Sub-Committees. ● To sit on the Executive Committee, attending at least three meetings per year and reporting to the Executive Committee and Trustees on behalf of the Communications Sub-Committee. ● To assist the Communications Sub-Committee team by arranging cover for role holders when necessary. ● To assist the Executive Committee in scoping and developing sector partnerships. <p>*The Communications Manager is supported as point of contact by the Secretary and Executive Committee Chair.</p>			
Skills and experience			
<p>Essential:</p> <ul style="list-style-type: none"> ● Experience of team coordination or leadership. ● Strong organizational skills, including attention to detail, workflow coordination 			

and ability to meet deadlines.

- Excellent written, verbal and visual communication skills, including an ability to communicate through creative and inclusive formats.
- A demonstrable understanding of developing and implementing communications across digital channels, including use of metrics analysis.
- Ability to work in a collaborative and cross-functional capacity.
- Understanding of Microsoft Office package and digital management tools, including (but not limited to) familiarity with cloud storage systems, Slack, Buffer, Mailchimp and social media platforms.
- Ability to commit to and promote the values and charitable aims of ADH.

Desirable:

- Enthusiasm for promoting the study of dress and textile history.
- An interest in developing communications to enhance diverse learning inclusion in the dress and textile history sector.
- Comfortable communicating between cultures and language translations.
- An awareness of previous ADH operations and outputs.

Tenure and hours

- This role is voluntary with a two-year tenure and formally voted in by ADH Members at the Annual General Meeting in December.
- Resignation can be offered at any time, but the role holder is expected to stay in position until they have handed over to a replacement candidate, or made role cover provision as necessary.
- ADH roles are supported by a two-month hand-over or induction. This is considered as a review period to ensure both candidate and ADH team agree with uptake of the role.
- The role will require an average of 4 hours per week split across several days, with limited busy periods.
- The role will have supervisory assistance from ADH Secretary and Executive Committee Chair.

For an informal discussion about this role please contact Emily Taylor via secretary@dresshistorians.org

To apply please send a covering note explaining how you feel you fit the role and a CV to:
Kirsten Burrall: deputychair@dresshistorians.org
& Emily Taylor: secretary@dresshistorians.org