



The Southampton Collective CIC: Freelance communications post

[The Southampton Collective](#) is recruiting a freelance communications post to support our organisation as we grow and develop, including assisting our partnership work with [Southampton Climate Action Network \(SoCAN\)](#).

- Home working with occasional travel
- Freelance: £20.00 per hour
- Part-time: 5 hours per week. Hours are flexible, ideally spread over at least 3 days/week
- Contract: 3 months / 13 weeks - Nov 2027 - Feb 2027, excluding Christmas break.

This role is ideal for someone who has a passion for creating good communications and sharing content on a range of different digital platforms. You will support us to improve our digital communications via our website, social media channels and through posters, flyers, infographics and other ways of information sharing. You will bring your ideas of how we can improve our reach and widen participation in our community projects, climate and nature initiatives. You will be good at adapting content to reach different audiences.

This role is ideal for someone who is organised, adaptable and passionate about the power of communities and social change. **We are looking for someone who** is keen to work within our small ecologically-minded community organisation, can uphold our values, be compassionate to others and flexible to respond to other people's needs.

Key Responsibilities

Create content

- Create and implement strong written communications and engaging graphic/video content for social media, presentations, infographics, websites, emails and more. The **content** created would be available for Southampton Collective and SoCAN to use into the future.
- Take our current brand visual and written style, refine it, and make sure communications comply with it.

Manage social media channels

- This post will take a lead role in running Southampton Collective and Southampton Climate Action Network social channels – currently Instagram, Facebook and Linked In.
- Develop a programme of regular communications, based on the activities and messages that we need to tell people about each month.
- Support other members of the team to use social media effectively.

Improve our website

- Our Southampton Collective website is based on [Kualo cPanel](#). This role will help it look and read better, communicating the key messages with suitable updates to encourage more people to connect with us.

Photography and short videos

- Help us develop our portfolio of images/videos. On occasion, join in with events and meetings in order to take photos and create content.

General Administration and Teamwork

- Keep files up to date and share content with other members of the team.
- Keep and share timesheets. Support with project monitoring relevant to this post as part of project monitoring.
- Be supportive to colleagues and volunteers and generally flexible to help deliver our organisation's priorities.

Person Specification

- Strong visual and written communication skills, using a range of types of content.
- Experience of running effective communication channels.
- Ability to work independently and with good organisation skills, reliably providing timely communications updates.

- Willingness to work and support others in the team to adhere to a strong brand identity. Experience of using Canva or similar collaborative platform would be an advantage.
- Enthusiasm for community projects including those which are intergenerational and have a strong environmental ethos.
- Commitment to inclusivity and compassionately minded. Uphold our values-based policy approaches including safeguarding standards and strong environmental approaches.
- Supportive to other members of the team and wider community
- Strong connections to Southampton e.g. resident, works here or active volunteer in the city, and thoughtful when it comes to reducing environmental emissions. Experience of working in community settings will be an advantage.

Applying for the role

Please send us a portfolio or links to your previous communication-themed work, and a covering letter explaining why you think you are suited to the role. Please do not use AI to write the covering letter.

Inclusivity

We welcome applications from people who may experience marginalisation. We will of course offer reasonable adjustments to anyone who needs them, and would hope applicants could be open with us about any needs or considerations that would be necessary.

Timescale

Please submit applications by **Tues 13 October 2026 at noon.**

We will contact shortlisted applicants by the end of Thurs 15 October 2026.

We will shortlist those applications and invite people to a discussion on either Tues 20th or Thurs 22nd October 2026. If these dates are not suitable, please let us know and we will do our best to accommodate a different time. We would hope that the successful freelancer could start early November 2026.

Any questions?

Please contact us if you have any questions. Please contact hello@socollective.org.uk or call Rebecca Kinge on 07968777261