



Join us as our Freelance Communications Consultant

Location: Remote (UK-based)

Contract type: Freelance

Time commitment: Part-time/flexible (estimated 2–3 days per week)

Start date: ASAP

Fee: Please state your hourly rate or proposed fee structure in your application

We are seeking a dynamic and experienced Freelance Communications Consultant to lead and deliver our external communications activity. This is a great opportunity to shape our public profile, strengthen member engagement, and ensure our voice is clear, consistent, and compelling across all platforms.



70 Cowcross Street, London EC1M 6EJ | 0204 520 4458

Friends of Friendless Churches is a company limited by guarantee.
Charity No. 1113097 | Company No. 1119137
Registered in England & Wales



About the Friends of Friendless Churches

We are an independent, non-denominational charity which receives no government funding in England, and a modest grant in Wales. We have more than 64 buildings in our care, and we acquire more each year when they close. Each year, we have multiple, complex repair projects on site as well as a small programme of events.

We believe that an ancient and beautiful church fulfils its primary function merely by existing. It is, in itself, an act of worship. These buildings are our greatest architectural and cultural legacy, shaping landscapes and lives for hundreds of years. They are the spiritual and artistic investment of generations, and they should survive for the benefit of future generations.

To find out more visit: fofc.org.uk

A vertical strip on the left side of the image features a decorative tile pattern. The tiles are square and arranged in a grid. Each tile has a central circular medallion with a floral or star-like design. The colors are primarily red, black, and white, with some gold or yellow accents. The pattern is intricate and traditional.

The FoFC Team

Magazine Editor
(Freelance)

Content Creator
(Freelance)

Communications
Consultant (Freelance)

Operations
Manager

Volunteer
Co-ordinator

Estate
Officer

Director & Deputy Director

Board of Trustees



About the role

Are you a communications expert with a passion for storytelling and strategy? We're looking for a UK-based **Freelance Communications Consultant** to lead our external communications and boost our public profile. This flexible, remote role (approx. 2–3 days/week) is your chance to make a real impact—crafting compelling narratives, building media relationships, and driving engagement across digital and traditional channels.

Friends of Friendless Churches (FoFC) is a small charity with a big task: For the past 68 years, we've been rescuing, repairing, and campaigning for redundant historic places of worship across England and Wales. Since 2020, we have significantly expanded our digital presence, especially in social media, and are now looking for a passionate and social-media-savvy digital communications consultant who can help us to build on this strong foundation, extend our reach further and support our marketing, PR and fundraising goals – in particular, as we prepare for our 70th anniversary in 2027.

As our communications consultant, you'll be critical to our organisation, guiding our brand voice, supporting our team with engaging, accessible content, and ensuring our messaging is tight across all platforms—from press releases and blogs to social media and membership news. The postholder will work with staff and volunteers to communicate the work, purpose and activities of the whole organisation, reaching and engaging both new and existing audiences and inspiring action and support through innovative content and campaigns. With the freedom to work independently and creatively, you'll collaborate with content creators and editors, as well as the small FoFC team to develop, implement and deliver a cohesive communications strategy.

If you're a strategic thinker with a sharp editorial eye, a flair for digital, and a passion for heritage or building conservation, we'd love to hear from you.



Key Responsibilities

- Develop and implement a comprehensive communications strategy aligned with the FoFC's goals.
- Manage and coordinate all external communications, including writing and disseminating press releases, and for our website, writing blogs, updates and news items which are interesting, well-illustrated, copy-right compliant and optimized for search engines.
- Support the staff team writing by short items for them or by editing materials which they create to ensure accuracy and accessibility, and tailoring output to a range of audiences.
- Be our brand gatekeeper, that is, ensure all external communications are true to the tone and personality, and brand rules, of the FoFC.
- Work with the FoFC team to ensure communications are considered at the planning stages of events and activities.
- Oversee social media content generation and management, working closely with our freelance content creator to ensure engaging, timely, and on-brand, on-message posts across all platforms, and support the content creator in growing our online audience and increasing the conversion of online followers to subscribers and active supporters.
- Work closely with our magazine editor to ensure consistency across media.
- Develop and deliver a proactive PR strategy, building strong relationships with media contacts and identifying opportunities to raise the FoFC's profile.
- Be the lead on website management, working with our website developer, and trouble-shooting issues as they arise.



About you

- Proven experience in a communications, PR, or media-facing role, ideally within the non-profit, heritage or membership sectors.
- Excellent written, verbal and editorial skills, including spelling, grammar and punctuation, with a strong understanding of tone, audience, and messaging.
- Experience creating or overseeing creative, impactful, multi-channel content plans.
- Strong working knowledge of digital analytics tools and experience using these to make data-driven decisions.
- A strong eye for detail.
- Strategic thinker with the ability to work independently.
- Experience working with other freelance or external creatives.
- Strong working knowledge of best practice in user journeys and SEO.
- Strong working knowledge of best practice in digital accessibility.
- Experience achieving press coverage.
- Interest in or knowledge of churches/heritage/building conservation desirable.



How to apply

Please send your CV, portfolio of relevant work (e.g., press releases, blogs, communications plans), and a short covering note (no more than two pages, please) outlining your suitability and availability to recruitment@fofc.org.uk

Similarly, if you have any questions, please send them to this email address.

We are reviewing applications on a rolling basis and early applications are encouraged.

Thank you for your interest in working for the Friends of Friendless Churches.