

Since 1899, Birmingham Settlement has been working to create opportunity and choice – connecting and empowering people through action, activities, and shared learning to build and sustain wellbeing for all.

[www.birminghamsettlement.org.uk](http://www.birminghamsettlement.org.uk)

**Income & Communications Officer**

Salary £23k per annum (review after 6 months)

35 hours per week (flexible)

25 days A/L + contributory pension scheme

Birmingham Settlement is looking for a proactive, creative, and committed individual who can support us in the development and delivery of our income and communications strategy as we continue to invest and develop the charities assets to ensure we provide the services and activities our people want, deserve, and expect.

This is a versatile role, encompassing skills across fundraising and internal and external communications. The role will suit someone with strong written skills along with a good working knowledge of digital communications channels who is comfortable multi-tasking with a willingness to learn and take on new challenges.

To succeed, you will be highly organised with an interest and passion for our cause, you will pay close attention to detail as standard, have a passion for identifying and developing stories that further the Settlement's objectives, have excellent design and written communication skills with an ability to adapt your tone and voice to engage specific audiences.

A very busy but rewarding and hands on role that cuts across all aspects of the charity as we continue to grow and develop, this is a great opportunity to join one of Birmingham's oldest charities; to drive participation, support and, ultimately, income at a unique and exciting time.

For an informal chat please call Lizzie Forrester on 07377 909396.

No agencies please.

For an application pack visit [www.birminghamsettlement.org.uk/new-vacancies-page/](http://www.birminghamsettlement.org.uk/new-vacancies-page/) or email: [recruitment@bsettlement.org.uk](mailto:recruitment@bsettlement.org.uk) or write to Human Resources, Birmingham Settlement Sports & Community Centre, 600 Kingstanding Road, Kingstanding, Birmingham, B44 9SH.

**Closing date: 12 noon, Wednesday 15 October 2025**  
**Interviews: Wednesday 22 or Thursday 23 October 2025**

Birmingham Settlement is committed to Equality of Opportunity and welcomes applications from all sections of the community. Registered charity number 517303