Independence from drugs and alcohol

Bristol Drugs Project
11 Brunswick Square
Bristol, BS2 8PE
01179876000

Marketing & Events Coordinator

Bristol Drugs Project (BDP) is looking for a creative, organised and community-minded Marketing and Events Coordinator to help grow the reach and impact of two of our most vibrant projects: **BDP Creative Communities**, our arts and music programme for people with lived and living experience of drug and alcohol use, and **Bristol Sober Spaces**, Bristol's home for alcohol- and drug-free live events. If you love bringing people together around music, art and a great night out, and want that work to genuinely change lives, we'd love to hear from you.

About Us:

BDP is a Bristol-based charity providing drug and alcohol support across the city and beyond. Alongside our frontline treatment services, we run two projects that use creativity and community to support people's recovery and wellbeing:

BDP Creative Communities brings people with lived and living experience of drug and alcohol use together through music, choir, orchestra and creative writing groups including Bristol Recovery Orchestra, Rising Voices Choir and Changing Tunes Beginners Music in partnership with organisations such as Trinity Community Arts, Bournemouth Symphony Orchestra and Bristol Old Vic. Groups rehearse regularly and perform at showcases and events throughout the year.

Bristol Sober Spaces puts on regular, high-quality, affordable live events, gigs, raves, open mics and club nights that are entirely drug and alcohol free. It's a collaboration between BDP, Not Saints and Bristol's wider recovery and sober communities, supported by the National Lottery Community Fund and Bristol City Council, and has been featured by the BBC and Bristol24/7.

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Both projects are about proving that connection, creativity and a great night out don't need drugs or alcohol and about changing how people see addiction and recovery along the way.

About the role:

This role will be bringing marketing and events coordination together across both projects. You'll be the driving force behind how both projects reach their audiences and run their events: building awareness, encouraging new people to get involved, and making sure everyone's experience is positive and seamless. You'll work closely with the Creative Communities and Sober Spaces team, BDP's Communications team, venues and partners, performers, and volunteers.

This role suits someone equally comfortable behind a laptop planning a social media calendar and making sure everything is in line before and during an event to make it run smoothly.

Key responsibilities

Marketing & Communications

- Plan and deliver social media content across both projects' channels (Instagram, Facebook), growing engagement and reach
- Monitor and manage our online community, responding to comments and messages across both projects' channels
- Write and send regular email newsletters via Mailchimp to each project's mailing list
- Keep both websites up to date, including event listings, news posts and group/artist pages

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- Design graphics, posters and flyers for events and campaigns
- Build relationships with local media and press, and support press opportunities as they arise
- Capture and coordinate photo and video content at events and rehearsals for future marketing use

Events

- Plan and coordinate the events calendar across both projects, working with venues, promoters and partner organisations (e.g. Trinity Community Arts, Not Saints)
- Handle event logistics: bookings, ticketing, licensing considerations, risk assessments and volunteer rotas
- Recruit, brief and support volunteers and performers ahead of and during events
- Be present at events, including evenings and weekends, to oversee on-the-day delivery
- Gather feedback and testimonials from attendees, performers and partners after events

General

- Support funding applications and funder reports with marketing and event data, photos and case studies
- Interpret social media and website analytics to inform what we do next
- Monitor and report on marketing performance and event attendance
- Use your initiative to help shape the direction of both projects' marketing and events work, and take on other reasonable tasks as needed to support the wider BDP team

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- Refer anything with budget, policy or reputational implications to your line manager; use your own judgement on day-to-day operational and event decisions
- Represent both projects positively, sensitively and in line with BDP's values at all times

What we're looking for

Essential

- Experience in marketing, communications or events coordination, ideally in the charity, arts or live events sector
- Experience managing a portfolio of social media accounts
- Visual media production skills including graphic design, photography and videography
- Confident writing for social media, email, web and print, with a good eye for tone, detail and understanding the needs of an audience
- Practical experience planning and delivering live events, including on-the-day logistics
- Comfortable working evenings and weekends around an events calendar
- Strong organisational skills and the ability to juggle two distinct projects and audiences
- A genuine interest in, and sensitivity to, the recovery and harm reduction context including a non-judgemental, trauma-informed approach
- Confident using tools such as Canva, Mailchimp and a website CMS (e.g. WordPress or Webflow)

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Desirable

- Fluent in a language widely spoken in Bristol other than English
- Experience working with or within Bristol's music, arts or events scene
- Photography or videography skills using a camera other than a phone
- Experience working with volunteers or people with lived experience of substance use
- Personal experience of drug and alcohol use and understanding of contempoary issues surrounding alcohol and other drugs
- Contacts and connections in Bristol’s music and arts scene