

Communications & Events Assistant

Reporting to:

Communications Manager

Role purpose:

To play a key role in communicating with our audiences, to raise the profile of our work, services and projects. This will include working with traditional media, as well as digital and social media.

Key responsibilities:

General

- Manage day-to-day editing of website content (including posting of new content) to ensure that the information online is accurate and up-to-date
- Maintain and update on a day to day basis, responding to queries as necessary our accounts across all major social media platforms: Twitter, Facebook, LinkedIn, Instagram, YouTube and any future accounts
- Stay informed of upcoming trends and developments within the field of social media
- Showcase successes and case studies on social media, and monitor social media more widely
- Assist with e-newsletters
- Provide quality control support e.g. proof-reading, editing and making sure all content is on brand
- Work with the Communications Manager to ensure a consistent message is shared with supporters
- Collate information from the various projects to use in future publicity
- Catalogue new images and ensure all images used have the appropriate permissions
- Monitor press coverage, including news stories which would benefit from the organisation's perspective
- Any other duties to support the wider team as directed

Events

- Use the Eventbrite system to book internal events
- Check and order refreshments and stationery for events and the Resource Centre
- Facilitate bookings in the Resource Centre (welcoming hirers etc).
- Support campaigns and events with relevant publicity

Administration

- Undertake all administrative work generated by the post
- Attend regular staff meetings as required

Person Specification

Experience of updating websites
Experience of writing items for websites, leaflets and posters and up to date knowledge and experience of using and updating items on social media, including Facebook, Twitter, YouTube and Instagram
Excellent written and verbal communication skills
Good research skills
Excellent attention to detail
Highly organised, able to meet deadlines and prioritise the workload
IT proficiency in standard office packages (Word, Excel, Powerpoint, Publisher)
Knowledge and understanding of the voluntary sector
Enjoy working in a diverse team environment