



## **BUILDING STRONGER COMMUNITIES**

**Title:** Communications Assistant

**Hours:** 14 hours per week

**Based at:** Communities Inc office Nottingham

**Salary:** £8,600

**Term:** Until end of April 2021

### **Communities Inc**

We are a small social enterprise with big ideas, wide networks and a broad range of experiences and skills - and all of which shape our projects and services. Our mission is to challenge inequalities, tackle hate crime, and increase community cohesion on a local and global level.

Our work is guided by focusing on achieving multiple outcomes and adding value; active engagement of beneficiaries; a creative approach to address long standing issues; partnership working; sustainability and the desire to leave a legacy.

### **Building Stronger Communities (BSC)**

BSC is about bringing communities together and empowering them with the skills to overcome a rising tide of discrimination and prejudice. BSC aims to address the root cause of hate crime through activities that promote diversity, integration and increased understanding.

### **Summary of role**

The Communications Assistant will support all external communications including social media, e-bulletins and public relations. They will report directly to the Communications Manager and will also be responsible for supporting the development and design of publicity and marketing materials and resources for the project.

### **Job description**

- Liaise with key stakeholders through email bulletins, targeted mailings, social media and general publicity
- Develop and maintain the organisational database in accordance with relevant regulations

- Manage the stock of resources ensuring supplies are available and easily accessible
- Develop and maintain up to date records on all project activities, outputs and outcomes
- Prepare and distribute publicity materials for all aspects of the project
- Assist design and production of information guides, leaflets and other resources for the project
- Prepare online content
- Assist with organising events, training and meetings
- Assist with updating the website and social media

### **Person specification**

- Strong administration and organisation skills
- Strong written and verbal communications skills
- Ability to work under pressure and to meet tight deadlines
- Experience of using a variety of social media platforms to connect with people and promote project activities
- Some experience of design and producing a variety of resources including flyers, leaflets, posters, booklets
- Proficient use of Microsoft Office
- Knowledge of Adobe Photoshop and Adobe InDesign

To apply please send a covering letter stating how you meet the person specification and an up to date CV to [admin@communitiesinc.org.uk](mailto:admin@communitiesinc.org.uk)

**Deadline for applications:** 24<sup>th</sup> May 2019

**Interview date:** 30<sup>th</sup> May 2019